



Librarian – Youth Services
[Troy Public Library](#)

Posting Date
July 23, 2025

Starting at \$26.50 - \$31.00/hour
Salary Negotiable (within range) based on qualifications
Growth opportunities up to \$36.00/hour

Closing Date
August 6, 2025
11:59PM

This position offers 40 hours of paid time off per calendar year
This position adheres to the Earned Sick Time Act and accrues paid time off

The [Troy Public Library](#) is an important part of the vibrant, dynamic, and diverse City of Troy which serves an educated and involved community. Being engaged with up-to-date technology is a priority and a value to Library staff, residents, and businesses.

Under the direction of the Head of Youth Services, this candidate will work in a team environment to provide a positive experience to all Troy families at our information desk, manage assigned collections, and provide dynamic programs for children 0-13 years of age.

DUTIES

- Participate in collection development of materials and resources appropriate for patrons 0-13 years of age.
- Provide excellent and equitable customer service in-person, by phone, or via email to users of all ages.
- Provide reference and readers' advisory assistance for children ages 0-13 and their families utilizing all formats of information, including print and digital resources, and connecting users through traditional means or via computers or mobile devices.
- Plan, organize, and supervise programs virtually and in person for patrons 0-13 years of age.
- Coordinate outreach efforts, especially to the Troy School District.
- Participate in long range planning of programming, collections, and services.
- Expand efforts to reflect and celebrate the diversity of Troy.
- Participate in staff meetings and committees.
- Serve as on-duty librarian, and building manager, when needed.
- Perform related duties and general library work as assigned.

REQUIREMENTS

- Master of Library Science degree from a library school accredited by the American Library Association.
- Demonstrated knowledge of children's literature, both historical and current, and knowledge of child development.
- Demonstrated proficiency with electronic databases, Microsoft Office applications, social media, and mobile technology, especially as it relates to digital resources.
- Ability to interact courteously and effectively with the public, library staff, library volunteers, and other City departments.
- Ability to work in a collaborative, dynamic, fast-paced environment, using excellent organizational and time management skills.
- Ability to handle confidential and sensitive information in an appropriate and secure manner.
- Must have at the time of application, and maintain, a valid Michigan driver license with a good driving record (based on City of Troy standards). Out of state applicants must provide current driving record at time of application and obtain State of Michigan license within one month of appointment.
- As a condition of employment, the successful candidate must pass a pre-employment physical and drug screen (including marijuana).

PREFERENCES

- Recent experience working with children as a Librarian in a Public Library.
- Recent public or academic library experience.
- Recent experience developing and performing story times and other programs for children ages 0-13 years.
- Recent experience providing reference and readers' advisory services for children, their families, and those who care for and work with them.
- Experience with Polaris Integrated Library System software.

HOURS

- Part-time, year-round.
- Average of twenty (20) hours per week, including day, evening, and weekend (Saturday and Sunday) shifts.

APPLY

Applications are available online at www.troymi.gov/jobopenings

AN EQUAL OPPORTUNITY EMPLOYER: The City of Troy is committed to providing equal opportunity employment to all applicants. The City of Troy will consider all qualified applicants for employment regardless of race, religion, color, sex, sexual orientation, gender identity or expression, height, weight, marital status, national origin, age, disability, or veteran status or any other basis protected by federal and state law.