



MUSKEGON AREA DISTRICT LIBRARY

An Equal Opportunity Employer

Job Title: **Librarian II – Full-Time – Youth Services**
Status: Full Time (Union)
Rate: \$18.49 – \$21.94 hourly
Posted: September 8, 2016
Deadline: September 23, 2016

The Muskegon Area District Library has 10 locations throughout Muskegon County, including a Library for the Blind and Physically Handicapped. Muskegon County is located along the beautiful Lake Michigan shoreline with waterfront, rivers, woods and dunes. You'll enjoy a lifestyle that is *Pure Michigan*. <http://muskegon.org/go-muskegon/relocation-toolkit/> <http://hellowestmichigan.com/>

A Librarian II, under the general direction of a higher level Librarian, performs various professional level library services in the library system requiring knowledge of library principles, practices and techniques. An employee in this class may assume responsibility for the administration and effective operation of a medium branch library or library division. A Librarian II may provide technical guidance to employees and perform other related duties as assigned.

Essential Functions;

A Librarian II may be called upon to do any or all of the following (*These examples do not include all of the tasks which the employee may be expected to perform*).

- May coordinate operations of a medium branch library;
- Maintains assigned subject area;
- Reviews and recommends selection of books and other library materials;
- Organizes and maintains specialized reference materials and information files;
- Compiles bibliographies and assembles materials on special subjects;
- Provides clerical and technical guidance in any of the major library functional areas;
- Provides complete reader assistance service in a variety of areas including reference books and tools, book selection, and use of the online catalog and online resources;
- Plans, develops and executes library programs and special exhibits for special groups;
- Coordinates the selection of children's books and assists in the planning of children's programs for all branches;
- Maintains audio visual materials, and recommends selection of materials for these collections;
- As children's librarian at a major branch, will select books, organize children's materials, plan and conduct programs, and address children's classes at branch and at schools;
- Performs other related duties as required.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Muskegon Area District Library

Education and/or Experience;

A. Required Experience and Training

Must possess a Master's degree in Library Science from a college or university accredited by the American Library Association.

Must have a valid Michigan driver's license.

B. Required Knowledge, Skills and Abilities

- Considerable knowledge of professional library principles, practices, and techniques;
- Considerable knowledge of the current literature, trends, and developments in the field of library science appropriate to the areas of assignment;
- Considerable knowledge of reader interest levels, books, authors and reference materials;
- Considerable ability to express ideas effectively, both orally and in writing;
- Considerable ability to establish and maintain effective working relations as necessitated by work assignments;
- Ability to coordinate work activities of other employees;
- Ability to operate a computer terminal.

PHYSICAL ACTIVITIES

An employee in this class must be in good physical condition such to allow for the lifting of library books and other materials weighing up to thirty-five (35) pounds; and for walking and standing for extended periods; and for reaching and bending as extensive mobility throughout the library is necessary.

To apply for this position send a completed application (applications can be found at www.madl.org), resume and cover letter by 5:00 p.m. **Friday, September 23, 2016** to:

Muskegon Area District Library

Attn: HR

4845 Airline Road

Muskegon, MI 49444

Or email to jwonders@madl.org



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