**Willard Public Library**

**Position Description**

**October 31, 2013**

**POSITION TITLE:** Children’s Services Librarian

**CLASSIFICATION:** Librarian (40 hrs/wk, Full Time)

**MAJOR RESPONSIBILITIES:** The Children’s Services Librarian, under the supervision of the Children’s Services Department Head, will apply professional library and educational techniques to delivery high quality information services in the Children’s and Teen Services areas.

**ILLUSTRATION OF KEY DUTIES:**

1. Plans, promotes, and conducts library programs for children, youth, and families.
2. Develops and maintains age-appropriate collections of library materials.
3. Provides reference and advisory services to customers in the areas of children’s and young adult literature.
4. Enforces library policies and procedures.
5. Assists staff and patrons with the operations of library computers and equipment.
6. Displays a positive and friendly attitude in all interactions with patrons and fellow staff; communicates in person, on the phone, and in online environments.
7. Performs other related work as assigned.

**SALARY:** Starting at $45,914, commensurate with experience.

**EXPERIENCE:**  Familiarity with children’s programming is required. Previous public library work experience is preferred.

**EDUCATION:**

1. Bachelor’s degree from accredited college or university.
2. Master’s degree in Library Science from an ALA-accredited library school is preferred.
3. Eligibility for appropriate Michigan Library certificate.

**START DATE:** January 6, 2014

**APPLICATION DEADLINE:** November 30, 2013

**SEND APPLICATION TO:** Richard Hulsey, Director

 Willard Public Library

 7 W. Van Buren St.

 Battle Creek, MI 49017

 rhulsey@willard.lib.mi.us