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| Equal Opportunity Employer  Drug Free Workplace | RECRUITMENT ANNOUNCEMENT |  |
|  |  | Posting Date: |
|  | Librarian (Part-time) | 12/12/14 |
|  | Troy Public Library – Youth Services |  |
|  |  | Closing Date: |
|  | $18.00 - $23.50/hr. |  |
|  |  | Open until filled |
| HOURS: Part-time, year-round. Twenty (20) hours per week. Schedule will include at least one evening shift per week and at least two weekend shifts per month.  DUTIES (Not All-Inclusive)  Under the supervision of the Head of Youth Services, works as a public service librarian specializing in youth resources, including materials for patrons ranging from birth through approximately twelve years. Provides reference and readers’ advisory. Evaluates programming needs and makes recommendations for potential programs and services for the youth populations. Plans and performs story times for children birth to age 6 with an emphasis on early literacy development. Assists patrons in person, on the phone, and via email with questions, direction, or instruction. Plans and executes special programs for school-age children, possibly including outreach services. May participate in selection of print and non-print material. Performs related duties and general library work as required.  REQUIREMENTS (Open Competitive & Promotional Applicants)   * Master of Library Science degree from a library school accredited by the American Library Association, or nearing completion.   **Applicants must submit proof of degree with application and/or official transcript at time of interview.**   * Proficiency with electronic databases, Microsoft Office applications, social network sites, and the internet. * Demonstrated knowledge of children’s literature, both historical and current, and knowledge of child development. * Strongly prefer recent experience working with children, specifically performing story times, programs, and other events with and/or for children. * Prefer experience with Polaris library system software. * Prefer candidates with a work history that includes proven professional behavior, good judgment and initiative. * To be considered, present City of Troy employees must apply, meet the above requirements, have completed their probation or review period, and have received a satisfactory score on their most recent performance evaluation. * As a condition of employment, the successful candidate must pass a background check and pre-employment physical, including drug screen.   RECRUITMENT PROCESS - will consist of:   |  |  | | --- | --- | | TYPE | WEIGHT | | Training and Experience | 30% | | Interview | 70% | |  | 100% |   SPECIAL INSTRUCTIONS   * Your application is part of the examination; be sure it is complete. You may attach a resume, however, all information requested on the application form must be completed (i.e., writing “see resume” is not sufficient) * Selected applicants will be notified of date and time of interview. * Applicants must receive at least a score of 70 on each portion of the exam to be placed on the eligible list. * Persons, who within 6 months prior to the deadline of this announcement, have applied for this classification and failed any portion of the examination may not apply under this announcement.   APPLY  Applications are available online at [www.troymi.gov/JobOpenings](http://www.troymi.gov/JobOpenings). Applications are available at the Human Resources Department located at 500 W. Big Beaver Road, Troy, MI 48084 or you may call 248-680-7296. Return applications to the City of Troy Human Resources Department. **AN EQUAL OPPORTUNITY EMPLOYER** The City of Troy does not discriminate against persons with disabilities in employment or the provision of services.  If you have a disability and may need accommodation in order to participate in this process, please contact the Human Resources Department  at least two (2) working days in advance of the date needed. An attempt will be made to make reasonable accommodation.  ## OC/PR | | |