



WILLIAM P. FAUST

Public Library of Westland

6123 Central City Parkway • Westland, Michigan 48185-9118
(734) 326-6123 • FAX (734) 595-4612 • www.westlandlibrary.org

YOUTH & TEEN SERVICES LIBRARIAN (Full time) Position Description

Reports to:	Head of Youth Services
Schedule:	Full time, 40 hours per week, including days, nights and weekends.
Union Position:	Yes
Salary:	Starting at \$19.23 per hour (revised range coming soon!)
Benefits:	Vacation, Personal time and paid holidays. Employer contribution toward Retirement.

SUMMARY:

Under the direction of the Head of Youth Services, the Youth & Teen Services Librarian develops programs, services and collections for children, tweens, and teens focusing on the importance of reading, storytelling, and the library as a learning resource. Presents and leads a variety of programs, services and activities for young people including babies, children, tweens, teens, along with their caregivers, teachers and adults who work with them. Incumbent will divide their time equally between Youth and Teen Services desks. Provides reference and readers' advisory services utilizing print, A/V and electronic resources. Works with staff throughout the library to develop and implement programming, partnerships and other projects that enhance the library's image in the community.

DUTIES AND RESPONSIBILITIES:

1. Plans and conducts developmentally appropriate programs for young people and their families or caregivers.
2. Plans and delivers a wide variety of innovative and exciting programs for tweens and teens.
3. Promotes the use of the library through on-site and off-site programs for schools, daycare facilities, and other community groups.
4. Collaborates with school librarians and teachers to provide services for homework and research assignments.
5. Instructs patrons in the use of print and electronic materials.
6. Seeks and secures grant/funding opportunities.
7. Creates bibliographies, user guides, displays, and promotional materials to spotlight collections, services, and programs.
8. Maintains collections in one or more areas.
9. Assists with newsletter, web site, social media and other forms of communication to the community.
10. Provides back-up support for other departments as needed.
11. Performs other related work as assigned by the Department Head.
12. May serve as Supervisor in Charge of the library on a rotating basis.

EDUCATION AND EXPERIENCE:

- Master's Degree in Library or Information Science from an ALA-accredited program.
- 1-2 years of library youth/teen services or equivalent experience.
- Knowledge of children's/teen literature and media – both current and classic.
- Successful experience presenting appropriate programs for young people.
- Library of Michigan Level 2 certification.

JOB REQUIREMENTS:

- Ability to select appropriate reading materials for the assigned collections.
- Ability to present innovative and traditional programs for young people and their families.
- Demonstrated ability to work successfully with diverse audiences.
- Excellent customer service attitude.
- Familiarity with social, pop cultural and technological trends which impact young people's lives.
- Excellent oral and written communications skills.
- Works independently and takes initiative to successfully complete duties.
- Good working knowledge of Windows-based computers, the Internet, database searching, automated library systems, downloadable/streaming resources and social media.
- Stays current with changes in library services through continuing education, professional journals and networking through associations and colleagues.

WORKING CONDITIONS:

- Work a varied schedule including evenings, weekends and some holidays.
- Ability to lift, push, and/or pull up to 20 pounds.
- Travel to meetings and vendor visits outside the library building.
- Ability to stand for long periods of time.
- Sitting, standing, walking, climbing, stooping, bending and reaching.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. The details herein are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.