WILLIAM P. FAUST
**Public Library of Westland**
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(734) 326-6123 • FAX (734) 595-4612 • www.westlandlibrary.org

# LIBRARIAN I (YOUTH AND TEEN SERVICES)
## Position Description

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| Reports to: | Head of Youth Services |
| Schedule: | Full time, 40 hours per week. Flexible schedule to include days, nights and weekends. |
| Union Position: | Westland Library Union SEIU Local 517M (Non-Supervisory) |
| Salary: | Starting at $20.00 per hour |
| Benefits: | Vacation leave, Personal leave and paid holidays. Employer provided contribution to retirement (401a) after meeting service requirements. Health, Dental and Life insurance. Reimbursement for vision expenses. |

**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 primarily serve as a youth librarian and assist with teen services as needed. Provides reference and readers' advisory services utilizing print, A/V and electronic resources. Provides back support to other departments as needed. 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. Develops and conducts developmentally appropriate programs for young people and their families or caregivers.
2. Develops and conducts 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.

**DUTIES AND RESPONSIBILITIES (continued…):**

5. Instructs patrons in the use of print and electronic materials.
6. Participates in grant writing and other fundraising activities for library projects.
7. Creates bibliographies, user guides, displays, and promotional materials to spotlight collections, services, and programs.
8. Selects, evaluates and maintains materials for assigned collection areas.
9. Assists and trains patrons in using the library's online services and other equipment.
10. Contribute to newsletter, web site, social media and other forums to promote the library.
11. Serves on workgroups/committees and participates in initiatives as assigned.
12. Performs other duties as assigned by the Department Head.

**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.
- Successful experience presenting appropriate programs for young people.
- Professional certification from the Library of Michigan required within one year of hire.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong knowledge of children's/teen literature and media – both current and classic.
- Ability to select appropriate reading materials for the assigned collections.
- Ability to develop and present innovative and traditional programs for young people and their families.
- Demonstrated ability to work successfully with children and teenagers.
- Excellent customer service attitude.
- Familiarity with social, pop cultural and technological trends that impact young people's lives.
- Enthusiasm for learning and adapting to new ideas and technologies.
- Excellent communications and interpersonal skills with staff and the public.
- Good knowledge of library operations, policies and services, including an understanding and adherence to fundamental principles of open access to library materials and the privacy rights of patrons.
- Ability to work under stress, frequent interruptions, and changes in work priorities.
- 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.
- Strong online searching and information evaluation skills.
- Be sensitive to and responsive to evolving community needs and aspirations.
- Ability to work cooperatively with library staff in a team environment.
- Maintain regular and punctual attendance.
- Ability to operate a variety of standard office equipment including a computer, fax machine, cash register and copy machine.
- Stays current with new trends and developments in library services.
- Valid Michigan driver's license.

**PHYSICAL REQUIREMENTS:**

- Physical ability to push/pull fully loaded book carts weighing up to 200 lbs., retrieve or place materials above shoulder or below knee level, and lift/carry materials and delivery bags weighing up to 40 pounds.
- Ability to sit, stand, and walk for long periods, and the ability to bend, reach, stoop, or crouch.
- Sufficient clarity of speech and hearing which permits the employee to communicate in writing and verbally.
- Sufficient vision which permits the employee to produce and review a wide variety of materials in both electronic and hard copy form.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

As a condition of employment, the successful candidate must pass a background check and pre-employment physical.

*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. The library reserves the right to revise this job description at its discretion.*

***IL – October 20, 2019***