

Job Announcement Rochester Hills Public Library Teen Librarian

Position: Teen Librarian I (37.5 hours per week, including evening and weekend hours)

Department: Adult & Teen Services

Salary: \$43,099 starting salary (placement may be higher depending on qualifications)

Benefits: Insurance (health, dental, vision, short-term disability, long-term disability, long-term care), pension contribution, vacation and sick days.
Optional: deferred compensation plan, flexible medical reimbursement plan, life insurance, critical care insurance, dependent care, and additional long term care insurance.

Dates: Deadline for applications: October 27, 2021
Decision anticipated: November 5, 2021
Starting date: ASAP

Job Description:

The successful candidate will be comfortable learning new things, adaptable to change, and display patience and a commitment to excellent customer service in the primary job duties listed below.

Primary Job Duties:

- Provide professional reader's advisory and reference services to customers
- Instruct customers in use of the library and its print and electronic resources
- Assist in materials selection and acquisition, collection development, and weeding for collections of print and non-print materials for teens
- Prepare bibliographies or information resource guides and keep them current
- Provide library programs for teens, ages 13-18
- Supervise teen volunteers
- Maintain awareness of new developments and trends in the field through professional journals, workshops, conferences, etc.



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- Work independently within the broad guidelines set by library policies and the library director
- Participate in planning library objectives and services
- Motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies and the public
- Assume responsibilities for supervision of personnel and facilities as directed
- Prepare for emergencies and help maintain a safe work environment
- Perform related duties as required

Qualifications:

- Master's degree in library science from an ALA-accredited library school
- Knowledge of the philosophy and techniques of public library service, particularly for teen patrons
- Demonstrated knowledge of library materials and resources
- Knowledge of online information resources, computers, software programs (such as Microsoft Windows, Word), and automated circulation system (Polaris)
- Creativity to develop and implement new library programs and services
- Ability to think analytically to develop new or revised systems, procedures, and workflow
- Ability to exercise initiative and independent judgment
- Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form
- Ability to make decisions, and interpret and communicate details about policies
- The desire to meet the public and serve patrons of all ages and abilities
- Positive attitude toward accommodating library users living with disabilities
- Inspired to provide exceptional customer service
- Excellent communication skills, written and verbal, including telephone skills
- Ability to communicate effectively with coworkers in a fast-paced environment
- Dependable and flexible work habits
- Demonstrated ability and/or experience working with Windows-based computers, in several software applications
- Ability to use Google suite of productivity tools
- Ability to work independently and assume responsibility

Requirements of the role:

- Physical:
 - Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping;



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- crouching; reaching; carrying books or boxes of books; pushing book carts; picking up litter; spreading ice melt
- Standing or sitting for periods of time
- Writing or typing to complete work-related documents
- Mental:
 - Is accurate
 - Able to maintain confidentiality of library records and administrative matters
 - Good time management: is prompt, flexible, works under short time constraints, and meets deadlines
 - Able to interact and work effectively with customers, supervisors, co-workers and volunteers
 - Able to retain concentration and poise despite numerous interruptions
- Environmental:
 - Normal interior environment for most librarian positions
- Travel:
 - <15% (attendance at local meetings or statewide workshops)

This is not an exhaustive list of all duties, responsibilities and qualifications; it is intended to describe the major responsibilities and requirements of this position.

Please respond to the following questions and include the responses with your resume and RHPL application:

1. The teen collections include graphic novels, anime, and video games. What interest do you have in each of those collections, either personally or professionally?
2. We have several ongoing programs for teens, as well as regular one-time programs. What kinds of programs would you suggest we add to enhance our teen offerings?
3. Tell us about a time where you made an exception to an established rule or guideline. Why did you decide this was necessary, and how did you communicate it?

Application: Please fill out an employment application at <http://www.rhpl.org/jobs> and attach a cover letter, resume, answers to the above questions, and a diversity statement. If you have questions about the position, please direct them to:

Allison Sartwell, Head of Adult Services
Rochester Hills Public Library



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