

Job Announcement
Rochester Hills Public Library — Head of Youth Services

Position: Head of Youth Service (full-time; 37.5 hours per week, including evening and weekend hours); reports to the Library Director

Department: Administration

Salary: \$63,000 - \$82,200 (on a 10-step salary scale)

Benefits: Medical, dental, and vision insurance; short-term disability, long-term disability insurance; pension contribution (6% of annual salary after initial 6 months); holiday, vacation and sick paid time; professional development workshops and conferences.

Optional benefits: telework flexibility, deferred compensation plan, flexible medical reimbursement, dependent care reimbursement, and option to purchase critical care insurance, and/or accidental death, and/or life insurance.

Deadline for applications: May 12, 2023 (1:00pm)

Decision anticipated: May 26, 2023

Starting date: June 5, 2023

Primary Job Duties:

- Develop a productive and influential departmental team, overseeing the hiring, supervision, evaluation, performance coaching, scheduling, time card approval, and communications of direct-report employees, assigned interns, and volunteers.
- As a member of the senior leadership team, models best practices in delivering outstanding external customer service and internal staff engagement
- Proposes and manages the assigned departmental budget
- Collect and analyze statistics and other customer input regarding program attendance, outcomes, and satisfaction
- Coordinate with the technology and facilities departments to ensure equipment and furnishings are properly maintained and in good working order
- Assist in materials selection and acquisition, collection development, and weeding
- Provide professional reader's advisory and reference services to customers
- Instruct customers in use of the library and its print and electronic resources
- Maintain awareness of contemporary trends in the community, the field, and society through professional journals, workshops, conferences, webinars and pursue innovations in library service accordingly
- Includes all aspects of the librarian job description
- Prepare for emergencies and helps maintain a safe work environment
- Perform related duties as required



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Required Qualifications:

- Master's Degree in Library/Information Science from an ALA-accredited institution or a Master's Degree in Early Childhood Education
- 3+ years of experience as a youth services librarian
- Able to analyze information, draw conclusions, and effectively communicate recommendations
- Knowledge of the philosophy and techniques of public library service
- 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 work flow
- 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

Desired Qualifications:

- Management experience in a public library setting

Requirements of the role:

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



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- 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:
 - <20% (attendance at local meetings, statewide workshops, and national conferences)

The Rochester Hills Public Library is an Equal Opportunity Employer.

Please respond to the following pre-interview questions as part of the RHPL application:

1. In 150 words or less describe your philosophy of service to youth in libraries.
2. Describe a situation where you successfully solved a problem in the workplace and why your unique skills were integral to the resolution.
3. Serving parents and caregivers is a key part of this role, what are some contemporary challenges in childhood development and how might a public library offer solutions for our youngest patrons aged 0-13 through their caregivers?

Application: Please fill out an employment application at <http://www.rhpl.org/jobs> and attach a cover letter, resume, answers to the pre-interview questions, and a diversity statement. If you have questions about the position, please direct them to: Juliane Morian, Library Director (director@rhpl.org)



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