



HIGHLAND TOWNSHIP PUBLIC LIBRARY NOTICE OF POSITION OPENING

Highland Library is seeking an experienced, self-motivated librarian to lead our talented Youth Services team in providing information, reader's advisory, collection development, outreach services and programming. Our building is sited within a pine forest overlooking a small lake. Youth Services is located on the lower level of our library. The facility includes a dedicated Storytime/Crafts room, a larger Community Room for programs, as well as a Read-to-Me Room with fireplace and an outdoor patio.

Position:

Librarian II 37.5 hours per week full time, two evenings/week, alternate Saturdays.
Youth Services Full time benefits: vacation, sick leave, holidays, health insurance,
Department Head enrollment in pension plan after one year.

Salary Range: \$20.19 per hour - \$26.99 per hour

Job Goal: To provide Youth Services Department with departmental, supervisory leadership in planning and provision of efficient and friendly information, readers' guidance, and programming, to participate in collection development and to help patrons access library resources in a variety of formats in order to fulfill the library's dual missions of education and culture for the community.

Primary Job Duties:

- * Provide and promote reference and reader's advisory services
- * Participate in and oversee collection development
- * Plan, promote and implement library services, outreach opportunities and programs for children
- * Prepare statistics, library reports, booklists, bibliographies, user guides
- * Assist and instruct patrons in use of the library and its resources, in all formats
- * Plan and coordinate workflow of Youth Services Department team
- * Manage departmental budget, seek grants and community partnerships to supplement
- * Establish staff schedule, develop and evaluate departmental staff
- * Maintain effective communication within and between departments as well as in the community
- * Participate in goal-setting, organizational development and long-range planning projects

Job Requirements:

- * ALA-accredited MLS/MLIS, emphasis in Youth Services
- * Minimum of two years public library experience, three years preferred
- * Enthusiastic, friendly and creative commitment to public service, outreach and library promotion
- * Knowledge of materials, reading levels and interests of children
- * Familiarity with basic child development principles and work experience with children
- * Ability to develop and implement children's programming
- * Ability to work effectively with the public – especially children and young adults – and in cooperation with other library staff
- * Excellent oral and written communications, organization and planning skills
- * Supervisory experience preferred, ability to organize and direct workflow and activities
- * Ability to use technology to effectively access electronic resources and educate patrons
- * Familiarity with CARL ILS a plus

Submit Letter and Resume To:

Email: bdunseth@highland.lib.mi.us or Brenda Dunseth
Highland Township Public Library
444 Beach Farm Circle, Highland, MI 48356

Application Deadline:

Apply by October 23, 2021, for first consideration.

Highland Township Public Library is a member of The Library Network and a shared automated library system (CARL.) We are located ten miles east of the US-23 Hartland exit, twenty-five miles west of Pontiac, on the north side of M-59, east of Milford Road. The Highland Library is an equal opportunity employer. For further information please call 248-887-2218.