

The Commerce Township Community Library is seeking applicants for the position of Teen Services Librarian (See job description starting on page 2). This is a full-time position which, under the supervision of the Youth & Teen Services Manager, provides library services for children and teens; develops and maintains teen library collections as assigned; provides teen programming; performs professional work in reference, collection development, reader's advisory, acquisitions, or other areas as assigned.

Applicants for this position should possess an MLS/MLIS with previous teen services experience including experience designing and presenting programs for teens. The ideal candidate will enjoy both people and literature; be creative, energetic and flexible; be an effective communicator; be comfortable with technology; be well organized and capable of working independently, and have an excellent background in children's and teen literature.

Compensation \$48,025 and excellent benefits. If interested please submit a cover letter, resume, and Commerce Township application form to:

**Janet Bushey, Finance/HR Director
Charter Township of Commerce
2009 Township Drive
Commerce Twp., MI 48390**

Or email at jbushey@commercetwp.com

For application forms go to www.commercelibrary.info/employment

Preference will be given to applications received prior to May 24, 2019

Job Title: Teen Services Librarian
Department: Library
Reports To: Youth and Teen Services Manager
FLSA Status: Exempt

Summary

Under the direction of the Youth and Teen Services Manager, provides excellent customer service to patrons in reference, technology advisory service, schedule and present programming for youth, teens, and/or adults; and select and maintain physical collections.

Essential Duties and Responsibilities include the following.

Assists library patrons of all ages with reference, reader's advisory, library use, program registration and computer/technology questions (public computer use, Wi-Fi, printing, eReaders, scanners, etc)

Explains library policies and procedures to the public

Plans, prepares, and presents teen programs including, but not limited to, book discussions, Summer Reading Programs, craft programs, movie events, gaming programs, technology-related programs, and holiday events

Recruits, schedules and supervises teen volunteers

Publicizes library materials and activities through displays, bibliographies, brochures, flyers, news releases, newsletters, etc.

Provides community outreach and seeks cooperative programming opportunities with other community organizations

Reviews, selects and orders materials for teen collections

Maintains teen services books and materials through assigned weeding and collection development

Assists other departments as required

Attends staff meetings as well as professional meetings and workshops to remain current in field. Participates in professional library organizations

Other duties as assigned

The above statements are intended to describe the general nature and level of work being performed by persons assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified

Supervisory Responsibilities none

Qualifications

- Master's Degree in Library Science from ALA Accredited School
- Eligible for Michigan Public Library Certification
- Knowledge and appreciation of literature for teens
- Knowledge and appreciation of AV material (books on CD, music, films, etc.)
- Knowledge of and facility with current technology trends as they relate to teens and libraries
- Ability to establish and maintain effective interpersonal relations with teens
- Ability to deal tactfully and courteously with the public
- Ability to establish and maintain effective working relationships with co-workers
- Ability to communicate effectively orally and in writing

- Ability to present ideas and to provide instruction
- Facility with a variety of standard computer applications and online searching tools
- Ability to maintain accurate files and records
- Requires physical ability and strength to bend, reach, lift, and carry (up to 25 lbs.) over 60% of the time; and extensive use of a computer terminal
- Willingness to maintain a flexible schedule in order to implement programming

Language Skills

Ability to read, analyze, and interpret general business and professional periodicals, as well as governmental regulations. Ability to write reports, and business correspondence. Ability to communicate effectively and present information to residents

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Physical Demands The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.