JOB POSTING
CLINTON-MACOMB PUBLIC LIBRARY
FULL-TIME SCHOOL OUTREACH LIBRARIAN

Position: Full-time School Outreach Librarian, 37.5 hours a week, including some evening and weekend hours

This person is responsible for building strong partnerships between the library and the administration, faculty and PTOs of the six school districts the library serves. This person will be based at the Main Library, but be expected to work at all three library locations as well as out in the community. This person will report to the Head of Youth/YA Services.

Salary: $44,737 to $55,871 per year based on qualifications

Benefits: Medical, dental, vision, short-term disability, long-term disability, and life insurance; sick leave, 3 weeks’ vacation, standard holidays; 401A pension after one year

Optional: 457B retirement plan and flexible spending account

Primary Job Duties:

• Builds and maintains strong working relationships with local school administrators, faculty and PTO leaders
• Promotes and markets the library’s youth collections, programs, and initiatives in coordination with the Head of Community Relations, Marketing and Development
• Fills teachers’ requests for curriculum support, kindergarten through twelfth grade
• Provides recommendations, training, and guidance to youth-focused librarians on the topics of schools and outreach
• Coordinates and participates in regional and nationwide initiatives for school-aged children, such as “The Campaign for Grade-Level Reading”
• Develops and implements outreach opportunities where children, their families, and/or educators will be present, both inside the library (such as book talks, discussion groups, and storytelling) and outside the library (such as a booth at major community events)
• Coordinates library tours for schools and scouts
• Provides professional reader’s advisory and reference services to customers
• Instructs customers in use of the library and its print and electronic resources
• Prepares bibliographies or information resource guides and keeps them current
• Develops and maintains one or more special collections such as the Parent-Teacher collection
• Works independently within the broad guidelines set by library policies and the Library Director
• Participates in planning library objectives and services
• Motivates, establishes and maintains effective working relationships with coworkers, supervisors, volunteers, other community agencies and the public
Primary Job Duties (continued):

- Assumes responsibilities for supervision of personnel and facilities in the absence of senior staff
- Maintains awareness of new developments and trends in the field through professional journals, workshops, conferences, etc.
- Prepares for emergencies and helps maintain a safe work environment
- Responds to calls from alarm system monitoring firm as necessary
- Performs related duties as required

Required Qualifications:

- Master’s degree in library science from an ALA-accredited library school (specialization in school media desirable)
- Delivers consistently friendly, attentive, welcoming, high quality customer service
- Knowledgeable about the philosophy and techniques of public library services
- Demonstrated knowledge of library materials and resources including popular reading materials and genre collections for children
- Embraces change in work environment, procedures and services
- Able to understand and carry out oral and written instructions
- Able to prioritize duties and tasks; work independently and assume responsibility
- Is highly responsive and has clear oral and written communication skills
- High energy, self-motivation to create and embrace new services
- Awareness of new developments and trends in public libraries and K-12 education
- Full range of Internet skills and experience
- Able to troubleshoot library technology in coordination with the IT Department
- Good typing skills
- Good organizational skills
- Knowledge of English language, spelling and arithmetic
- Background check required prior to placement

Mental Requirements:

- Is accurate
- Able to maintain confidentiality of library records and administrative matters
- Is flexible, works under short time constraints, and meets deadlines
- Able to interact and work effectively with customers, supervisors, co-workers, contractors and volunteers
- Able to interpret and follow policies and guidelines

Physical Requirements:

- 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; climbing ladders; pushing book carts; picking up litter; spreading ice melt
- Standing or sitting for periods of time
- Writing or typing to complete work forms
Process:  Deadline for applications:  Wednesday, August 7, 2019
Interviews anticipated:  Week of August 12, 2019
Decision anticipated by:  August 19, 2019
Target starting date:  September 3, 2019

Apply to:  Lisa Mulvenna, Head of Youth/YA Services
           lmulvenna@cmpl.org

Items to submit (in a single PDF file):
1.  Cover letter
2.  Resume
3.  Answers to the following pre-interview questions:
   o  Describe one trend that is impacting library services to children.
   o  List three things you would do to build a strong relationship between the library and the six school districts (47 school buildings) it serves.
4.  CMPL Job application (attached to this posting; not required for current employees)

The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. This is an at-will position. The Clinton-Macomb Public Library is an equal opportunity employer. All decisions affecting employment shall be made without regard to an individual’s race, color, religion, marital status, familial status, family responsibilities, veteran status, age, sex, sexual orientation, gender identity, height, weight, national origin, disability or other classification protected under federal, state or local law.