

JOB POSTING

CLINTON-MACOMB PUBLIC LIBRARY

PART-TIME CHILDREN'S SERVICES LIBRARIAN

Position: Children's Services Librarian, 29 hours a week, including some evenings and weekends

This person provides professional library services to customers of all ages, with a focus on children and their caregivers. Such services include reader's advisory, reference, programming, digital services troubleshooting and outreach. Although typically based at one location, this person is expected to be able to provide service anywhere in the district as needed. This person will report to the Head of Children's and Teen Services.

Salary: \$34,978 per year (\$45,894 current maximum based on a 12-step scale)

Benefits: Pro-rated benefits (short and long-term disability, life insurance, 3 weeks of vacation, sick leave, standard holidays, 401A defined compensation retirement plan after one year; eligible to purchase medical/dental/vision insurance at own expense).

Optional: 457B retirement plan and flexible spending account.

Primary Job Duties:

- Provides professional reader's advisory and reference services to customers of all ages with a focus on those under the age of 20 and their caregivers
- Assists customers in use of the library and its print, digital and other technology resources
- Develops and maintains a portion of the library's collection as assigned including selection, ordering, weeding and spending within an allocated budget
- Prepares bibliographies or information resource guides and keeps them current
- Provides library programs such as book talks, discussion groups, storytelling, lectures, crafts and other related programs
- Actively considers equity, diversity and inclusion in decision-making
- Provides timely information for program publicity
- Actively considers equity, diversity and inclusion in decision-making
- Motivates, establishes and maintains effective working relationships with coworkers, supervisors, volunteers, other community agencies and the public
- 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
- Serves as Sunday staff member in charge on a rotating basis (typically once a year)
- Performs related duties as required

Required Qualifications:

- Master's degree in library science from an ALA-accredited library school
- Knowledge of the philosophy and techniques of public library services
- Demonstrated knowledge of library materials and resources for children



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- Knowledge of digital resources, computers, Microsoft Office applications, and integrated library systems (Polaris preferred)
- Desire to meet and serve the public
- Positive attitude toward library users of all backgrounds including those with special needs
- Creativity to develop and implement new library programs and services
- Delivers consistently high quality external and internal customer service
- Able to adapt to changing procedures and situations
- Able to understand and carry out oral and written instructions
- Able to prioritize duties and tasks; work independently and assume responsibility
- Strong oral and written communication skills
- High energy, self-motivated to create and embrace new services
- Good typing skills
- Good organizational skills
- Knowledge of English language, spelling and arithmetic

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 or carrying objects weighing up to 50 pounds; pushing or pulling carts weighing up to 300 pounds; walking; bending; stooping; crouching; reaching; 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 17, 2022, 5 p.m.
 Interviews anticipated: August 22-26, 2022
 Decision anticipated by: August 29, 2022
 Target starting date: September 12, 2022

Items to submit (in a single PDF file with an email subject line of “Children’s Services Librarian application”):

- Cover letter
- Resume
- If not a current employee, a CMPL Employment Application (available: <https://cmpl.org/employment/>)
- Answer to the following two pre-interview questions:



1. Describe one trend that is impacting library services to children.
2. Assume you have recently attended a conference for children's librarians and wish to implement a new districtwide service at CMPL. How would you go about making the case and obtaining buy-in from your co-workers and supervisor?

Apply to: Brittany Wesner, Outreach Manager- Children's and Teen Services
Clinton-Macomb Public Library
40900 Romeo Plank Road
Clinton Township, MI 48038
bwesner@cmpl.org

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.



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