



Job Summary:

The Programming Librarian's primary responsibility is to oversee youth library services and programs including family/multigenerational programming for the Briggs District Library. This is a full time, exempt position. Starting salary is \$33,000 a year with a benefit package. This position is under the supervision of Library Director and Assistant Director. Work hours may be varied, including some evening and weekend hours.

Essential Roles & Responsibilities:

- Takes the lead in coordinating, planning, and executing programming that is educational, entertaining, and enriching for youth of all ages.
- Coordinates and oversees staff and volunteers working on or assisting with youth and family programming. May make suggestions about staff scheduling and assignments as impacts assigned duties. Provides input on employee evaluations.
- Collaborates with co-workers and community organizations serving children and teens.
- Manages the selection and general collection development of the youth materials contained in the Library. Participates in the removal and disposition of outdated items.
- Responds to public inquiries regarding library services, reference questions, programs and other related issues.
- Performs some public contact work at the circulation desk, charges and discharges books, collects overdue book fines, and explains library rules and procedures to patrons.
- Attends professional meetings, conferences, workshops and classes at the discretion of the Director.
- Assists in the maintenance of library records and the preparation of related reports.
- May assist with adult and outreach programming.
- Assists the Administration with the management of special projects and public relations/marketing.
- When authority is delegated to, acts on behalf of the Administration when the Director and /or Assistant Director are not available to make decisions or take actions normally handled by the Administration.
- Complies with work scheduling and attending requirements according to reasonable policy and practice. Adheres to customer service guidelines and procedures as established by the Library. Assists the Administration in insuring that library policies are followed as they apply to both staff and the public.
- Performs related work as required.

Qualifications & Requirements:

Education:

High School Diploma required. Bachelor's Degree in an education or child development field is recommended. Master's in Library Science preferred.

Experience:

- Level 3 Library Certificate required and Level 2 Library Certificate preferred.
- Completion of Beginning Workshop offered by the Library of Michigan within 1 year of being hired.
- Experience working with youth is required. Previous library employment strongly recommended.

Skills:

- Ability to creatively plan and implement programs.
- Able to recognize and set priorities, and to use initiative and independent judgment in a variety of situations.
- Good knowledge of library terminology, practices, and services.
- Good knowledge of youth and children's literature.
- Skill in assisting library patrons with reference questions and general collection issues.
- Skill in selecting and presenting age-appropriate materials for children and youth patrons.
- Skill in utilizing and assisting others in the use of computerized library systems.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public and other employees.
- Ability to maintain records and prepare reports.
- Ability to guide the clerical, public assistance, and shelving work of other library employees
- Ability to communicate effectively and present ideas orally and in writing
- Ability to work effectively under stress, changes in work priorities, and with frequent interruptions.