

# WIXOM PUBLIC LIBRARY

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## **JOB POSTING – CHILDREN’S LIBRARIAN**

The Wixom Public Library seeks a creative, public service-oriented full-time Children’s Librarian. The ideal candidate should have a desire to work in a collaborative team environment, an interest in innovative children’s library services, an understanding of early literacy, and a commitment to serving children and families.

**POSITION: CHILDREN’S LIBRARIAN, FULL-TIME**

**REPORTS TO:** Head of Youth Services

**SALARY:** Starting between \$44,500 – \$48,000 depending on experience

**HOURS:** 37.5 hours per week, including 2 evening shifts per week and weekends

**BENEFITS:** Health insurance (including secondary insurance plan to assist with copays and deductibles); dental, vision, and life insurance; defined contribution retirement plan (MERS) with 11% employer contribution; retirement healthcare savings account with 3.5% employer contribution; paid time off includes vacation, 12 paid holidays, sick days, and personal business; employee assistance plan; paid professional memberships and professional development.  
Optional benefits: MERS 457 plan, flexible spending plan

### **PRIMARY RESPONSIBILITIES:**

- Provides reference and reader’s advisory services to all ages in a variety of formats.
- Plans, prepares and presents children’s programs that encourage usage of library materials in an effort to create lifelong readers.
- Maintains segments of the library’s children’s collection by selecting and weeding materials, evaluating their appeal and value to the Wixom community.
- Coordinates early literacy initiatives, including the early literacy play area, programming, and outreach.
- Develops displays and public relations materials to promote children’s services, including content for social media and the kid’s web page.
- Performs library tours, visits classrooms, assembles teacher collections, and partners with schools and other community groups
- Monitors the behavior of library users, effectively handling problematic situations.
- Works collaboratively with all staff to ensure seamless services.
- Attends staff meetings, conferences and workshops, and reads professional literature to stay current in the field.
- Performs related duties as required.

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## QUALIFICATIONS:

### Education and Experience

- Master's Degree in Library and Information Science from an ALA-accredited school.
- Minimum 1 year of experience working with children.
- Public library experience.

### Skills and Abilities

- Knowledge of current trends in libraries, early literacy principles, and public library services to children.
- Knowledge of developmentally appropriate practices and literature for children birth through age 12.
- Demonstrated ability to use technology, including automated library system, office productivity software, electronic resources, and databases.
- Ability to communicate effectively and courteously with supervisor, library staff, and the public.
- Exhibit flexibility and willingness to work in a collaborative team environment.
- Strong interpersonal, communication, organization and time management skills.
- Commitment to public service and desire to serve patrons of all ages, backgrounds, and abilities.
- Ability to understand, interpret, and communicate library policies and procedures.

## PHYSICAL DEMANDS AND WORKING CONDITIONS

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.

Physical demands include ability to carry books or boxes of books; pull or push book carts; sit or stand for extended periods of time; bend, stoop, reach or crouch; keyboarding; visual acuity to read spine labels, computer screens, and other printed documents; ability to use telephone.

## APPLICATION INFORMATION:

Resume, Cover Letter, and City of Wixom application are required. Applications are available at [wixomlibrary.org/employment](http://wixomlibrary.org/employment). Submit application materials electronically to Andrea Dickson, Library Director, at [andrea@wixomlibrary.org](mailto:andrea@wixomlibrary.org)

**DEADLINE:** Saturday, October 22, 2022

The Wixom Public Library is an Equal Opportunity Employer.