



**City of Roseville  
Roseville Public Library  
Employment Opportunity**

The Roseville Public Library is a class V library with a service population of approximately 48,000. The Library is an integral part of the dynamic City of Roseville, located in Macomb County. The library, a member of the Suburban Library Cooperative, assists over 70,000 visitors each year with a collection of 100,000 items and a budget of 1,600,000.

**POSITION:** Library Intern, Youth Services

**REPORTS TO:** Director, Assistant Director or Youth Services Coordinator

**SALARY:** \$18.00/hour to start.

**HOURS:** 24-28 hours per week, a variety of shifts including mornings, evenings and Saturdays (closed Saturdays June – August).

### **DUTIES AND RESPONSIBILITIES**

- Works primarily in the Youth Area assisting children, parents and caregivers with readers' advisory and reference questions.
- Creates, plans, implements and promotes innovative youth programs including story time, STEM programs, crafts and reading/early literacy programs under the supervision of the Director and Assistant Director or Youth Services Coordinator.
- Knowledge of current library theories and practices.
- Develops materials to promote the successful use of the library's youth collection.
- Develops and conducts youth outreach programs.
- Assists patrons with technology questions and downloading digital content.
- Receives requests and concerns from patrons. Resolves issues or informs a supervisor.
- Provides creative social media content to promote the library.
- Assists with grant writing and other fund-raising efforts.
- Participates in staff meetings, workshops, conferences and community events.
- Assists with promotional programs off-site and outside of normal library hours.
- Participates in state and local professional organizations and keeps informed about current developments and trends in public library services.
- Interprets and follows library policies and procedures.
- Maintains a welcoming environment for all.
- Performs related duties and general library work as required.

### **REQUIREMENTS AND QUALIFICATIONS**

- Bachelor's Degree, preferably in Teacher Education, Early Childhood Education or equivalent. Completion of at least twelve credit hours in an accredited Information/Library Science Master's Degree program. Coursework related to library services for youth is preferred. Applicants must submit proof of degree with application and official transcript at time of interview.
- Knowledge of children's literature.
- Dependable work habits including punctuality, reliability and flexibility.
- Enthusiasm for public service and a commitment to public service excellence.

- Ability to use library-related technology, Microsoft Office Suite, social media, desk-top publishing software and mobile devices and instruct patrons of all ages in their use. Ability to record programs and create short films for social media is a plus.
- Be able to communicate effectively with co-workers, patrons and other organizations.
- Work as a team to provide exceptional service and innovative programs.
- Embrace change in work environment, procedures and services.
- Good organizational skills; ability to prioritize duties and tasks, work independently and assume responsibility.
- Delivers consistently friendly, attentive, welcoming, high quality customer service to patrons of all ages
- Must possess a valid Michigan Driver's License with a good driving record (based on City of Roseville standards).
- As a condition of employment, the successful candidate must pass a background check and pre-employment physical.
- The job requires moderate physical exertion such as sitting or standing in one position, viewing a computer screen for long periods and using hands and fingers in activities requiring good coordination and dexterity. The job also requires the physical strength and dexterity to handle up to 50 pounds in weight, transport loaded carts and bend and lift arms overhead.

#### **APPLY**

Send **resume, letter of interest, City of Roseville employment application and graduate school transcript** to: City of Roseville, Manager's Office, Human Resources, 29777 Gratiot Avenue, Roseville, MI 48066 or email to [vgreen@roseville-mi.gov](mailto:vgreen@roseville-mi.gov) or fax to 586-445-5402. City of Roseville applications are available online at [www.roseville-mi.gov](http://www.roseville-mi.gov).

Posting Date: December 15, 2021

Closing Date: February 28, 2022.

**THE CITY DOES NOT DISCRIMINATE**