



LIBRARIAN ASSISTANT, YOUTH SERVICES

Roseville Public Library

Salary Range: \$19.00 per hour to start.

The Roseville Public Library is an integral part of the dynamic City of Roseville. Our employees have an important role in the community assisting visitors in checking out physical and digital materials, providing programs, assisting with technology, advocating for libraries and encouraging the love of reading.

HOURS: Part-time, year-round. Works 20 – 24 hours per week including mornings, evenings and Saturdays. The library is closed on Saturdays June – August and all Sundays.

DUTIES

- Works primarily in the Youth Area assisting children, parents and caregivers with readers' advisory and reference questions.
- Creates, plans, implements and promotes youth programs under the supervision of the Youth Services Coordinator.
- Assists with special projects.
- Develops materials to promote the successful use of the library's youth collection.
- Assists with youth outreach programs.
- Assists patrons with technology questions and downloading digital content.
- Participates in staff meetings and workshops.
- Maintains clean, neat and welcoming environment.

REQUIREMENTS AND QUALIFICATIONS

- Bachelor's Degree in Teacher Education, Early Childhood Education, K – 12 Education or equivalent. Applicants must submit proof of degree with application and official transcript at time of interview.
- Punctuality and dependability.
- Communicate effectively, professionally and politely with patrons and employees.
- A passion for library services to children, teens and families.
- Familiarity with child development principles.
- Knowledge of children's literature and programming.
- Ability to use library-related technology and Microsoft Office Suite, social media and mobile devices and instruct patrons of all ages in their use.
- Communicate effectively, professionally and politely with patrons and employees.
- Must possess a valid Michigan Driver's License with a good driving record (based on City of Roseville standards) or a State of Michigan Identification Number.
- 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, cover letter, City of Roseville application and proof of degree to: City of Roseville, Manager's Office, Human Resources, 29777 Gratiot Avenue, Roseville, MI 48066 or email to humanresources@roseville-mi.gov or fax to 586-445-5402. City of Roseville applications are available in the Manager's Office or online at www.roseville-mi.gov.

Posting Date: September 21, 2022

Closing Date: Until Filled

THE CITY DOES NOT DISCRIMINATE