



LIBRARIAN ASSISTANT, YOUTH SERVICES

Roseville Public Library

Salary Range: \$21.22 per hour to start with regular increases.

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 28 hours per week including mornings, evenings and Saturdays. The library is closed on Saturdays June – August and all Sundays.

DUTIES

- Works in both the youth and adult areas assisting children and adults with readers' advisory, reference and library technology questions including downloading digital content.
- 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.
- 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.
- 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 25 pounds in weight, transport loaded carts and bend and lift arms overhead.

APPLY

Send resume, letter of interest, City of Roseville employment 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: October 14, 2024

Closing Date: Until Filled

THE CITY DOES NOT DISCRIMINATE