



Charter Township of Waterford Job Description

Librarian I –Children’s Services

Department: Library
Supervised By: Librarian II – Children’s Services
Supervises: No Supervisory Responsibility
Bargaining Unit: Teamsters
FLSA: Non-exempt

Schedule Opening:
Monday, Tuesday, Thursday &
Saturday 8:30 a.m. – 5 p.m.
Wednesday 12:30 – 9:00 p.m.
Every 4th Sunday 12:30 – 5:00 p.m.

General Summary

Under the general direction of the Library Director or designee, performs a variety of library tasks requiring a working knowledge of library procedures. Duties may include planning and conducting age appropriate library programs, assisting patrons with reference and reader’s advisory questions, assisting patrons with the use of computers, printers, software, and downloadable digital resources, and assisting with the selection and maintenance of the library collection.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists children and parent/caregivers in locating materials and information, utilizing various technologies and a working knowledge of the library system.
2. Provides reference and information service assistance to children and parents/caregivers using both printed and electronic resources.
3. Performs technical support duties, including collection development using knowledge of children’s literature and acquisition control under the supervision of the Library Director or designee.
4. Maintains assigned Library web pages specifically related to Children’s services, programs and collections as well as contributes content to Library social media presence.
5. Prepares and presents age appropriate library programs for children, including storytimes for babies through preschoolers, book talks and book discussions for school age children, and other activities such as craft programs
6. Demonstrates, teaches, and troubleshoots the use of public access office equipment including computers and related software as needed.
7. May lead group tours through the library, introducing students, parents/caregivers and teachers to the resources available to them.
8. May be assigned supervisory responsibilities for work activities of other service area personnel during a special project.
9. May be assigned to provide support in other service areas as necessary.
10. Other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. Must possess a Master of Library Science or equivalent from a school of library science accredited by the American Library Association.

2. Must have a valid Michigan's Driver's License and be able to meet the Township's driving standards.
3. Must qualify for state certification from the Library of Michigan as follows:
 - (a) Level 1 Certification, or
 - (b) Level 2 Certification
4. Knowledge of modern library service techniques, practices and principles as well as children's literature.
5. Ability to serve library children and parents/caregivers efficiently, effectively and harmoniously.
6. Ability to operate computers, their operating systems and a wide variety of advanced operational and related software programs, including web creation software and social media applications.
7. Ability to effectively use current technology with, and teach current technology to, patrons of all ages.
8. Must possess advanced word processing, database and spreadsheet software skills. Skills test required.
9. Ability to establish and maintain effective relationships with those contacted in the course of work, including patrons and colleagues.
10. Ability to communicate accurately, clearly and concisely in written, verbal and electronic formats.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to work in an environmentally controlled setting. Walking surfaces are well lit, tiled and/or carpeted.

This is low physically demanding position, requiring a limited range of motion. The use of both fine and gross muscles of the body is essential. Work is performed in the optimal working envelope of neck to navel and within arm's reach. The use of a ladder to reach shelving outside of the work envelope is common. The employee is required to reach from approximately floor level to six feet. The side rotation of objects is approximately twenty-four inches (shelving of books). The employee is regularly required to lift objects of ± 5 pounds and occasionally lifts objects of 10 pounds. The employee must be able to manually write and work with a computer keyboard. The ability to use a phone system is essential to this position. Vision or assisted vision is required. Limited hearing is acceptable. Verbal communication is essential.

Individuals with physical impairments can be accommodated to perform most essential task of these positions. The use of mobility assistant devices such as wheelchairs, walkers etc., is not a hindrance to this position.

WATERFORDTOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

Start	\$20.94/hour
6 Months	\$22.17/hour
1 Year	\$23.40/hour
2 Years	\$24.63/hour

Posting Date:
Closing Date: Open until filled

Application forms for this position can be obtained from the Human Resources Department, 5200 Civic Center Drive, Waterford, Michigan or on the Township's web page <https://www.waterfordmi.gov/jobs>