



August 9, 2019

The Farmington Community Library is seeking an innovative, energetic, versatile librarian to lead the Children's Department as Head of Children's Service at the Main Library. The successful candidate will be a strong library advocate dedicated to providing excellent customer service to the community, and will be excited to grow, learn and share knowledge with both peers and patrons. They will inspire Children's Services staff to try new and creative ventures to improve the library experience. This candidate will have knowledge of best library practices and familiarity of digital and print materials for library visitors, with a focus on birth to age 12. Additionally, the candidate will demonstrate an awareness of current reading, viewing and listening interests for birth to age 12, as well as skills in technology and innovation.

Position Available:	Department Head, Children's Services Main Library
Salary:	\$44,966 - \$72,665, commensurate with experience
Full Time Position	40 hours per week, includes nights and weekends
Fringe Benefits:	Excellent

Deadline for applications is Sunday, August 25, 2019 by 5:00 p.m. Please include a meaningful cover letter, your resume, and application (found at <http://www.farmlib.org/our-library/general-information/>) to:

Jaclyn Miller, Interim Director
Farmington Community Library
32737 West 12 Mile Road
Farmington Hills, MI 48334
Or
Jaclyn.Miller@FarmLib.org

Interviews anticipated for Wednesday, September 4, 2019.

Job Summary:

Under the supervision of the Branch Head and/or Director, this classification of employee will demonstrate mastery of the Library's philosophy, policies, procedures and Public Service Values. Assignments will progressively require more responsibility, may have a Library-wide impact and will involve supervision of staff. This employee classification provides public services to children, young adults and adults. Such services include reader's advisory, reference in print and electronically, and programming. The Head of this Department is typically classified as Librarian II.

Essential Duties/Responsibilities May Include:

- Leads the department in professional standards and best practices for reader's advisory, reference work, collection development, program development and outreach activities for children and families. Also provides these services using print and electronic resources.
- Supervises staff, including training, mentoring, and motivating individuals and evaluating performance. Sets individual performance measurements for staff and holds them accountable.
- Flexibility and the ability to lead in a complex, changing environment with competing demands, is essential.
- Directs workflow; develops procedures; analyzes the scope and effectiveness of programs, services and collections; and makes recommendations for changes or improvements. Considers impact on programming by other departments/location.
- Oversees departmental budgets, statistical reports, publicity and promotional material.
- Develops curricula and assists patrons in learning to use the Library's various electronic resources.
- Awareness of and the ability to guide Children's staff regarding developmental ages of the child and the activities and materials appropriate for each developmental stage.
- Supervises and participates in collection development, including responsibility for selection, weeding and promoting use of the collection.
- Participates on the Library Web Development team by making referrals for sites to be included in the Library's website.
- Participates on the Management Advisory Committee (MAC) to assist the Director in the development of policies and procedures, analysis of public use of the Library services and collections, and resolution of problems.
- Serves as the Librarian-in-Charge of the building, when assigned. Must be knowledgeable about and able to make decisions in situations dealing with Library security, emergency procedures and conflict resolution.
- Serves as the Library Representative for community organizations or at professional association meetings.

Minimum Qualifications:

- Master's Degree in Library and Information Science from a school accredited by the American Library Association.
- Professional certification as a Librarian from the Library of Michigan.
- Three to five years Librarian experience; one to two years supervisory experience.
- Application of the basic principles, concepts and methodology of professional librarianship in carrying out basic assignments, operations or procedures.

- Critical thinking skills, as applied to successfully answering reference inquiries.
- Knowledge of Children's literature, current events, and general information found helpful in resolving reference inquiries, offering programs and building collections.
- Effective oral and written communication skills.
- Professional attitude towards providing public library services to patrons.
- Proficiency in use of and instruction about current technology.
- Ability to establish and maintain effective working relationships with other staff and supervisors.
- Excellent understanding of Library policies, procedures, philosophy and Public Service Values.

Physical Activity Requirements:

- The ability to lift, push, and or pull up to 20 lbs., and to push carts weighing up to 200 lbs.
- The ability to sit, stand and walk for long periods.
- The ability to bend, reach, crouch or stoop.
- Sufficient vision, speech and hearing, which will permit employee to successfully perform functions of this position.

Equipment Commonly Associated with this Job:

Computer equipment plus peripherals, scanner, computer projector, telephone reception system, microform reader printers and office machinery, among others.