

Troy-Miami County Public Library is looking for a highly motivated person to provide well-designed programming to patrons of all ages at its Pleasant Hill branch. This is a full-time position reporting to the branch manager.

Salary is contingent upon education and experience. In addition, we pay 8.5% of your 10% OPERS contribution. Schedules will include daytime, evening, and weekend shifts for approximately 40 hours a week. Submit a current resume and application, available on our website, to kemiller@tmcpl.org. Job closes on October 22, 2021 with interviews starting immediately. Early submissions are encouraged.

Job Description

Under the general director of the Branch Manager, this position advances the mission of the library by providing library services to children, teens and adults. Duties include, but are not limited to planning, implementing, and assisting with programs for all ages. Additional duties include creating book displays and other artistic displays, and working at the public service desk.

Responsibilities

- Assist with programming for children, teens and adults.
- Designs, promotes, presents, and evaluates programs and activities that appeal to patrons of all ages.
- Provides service to schools, community organizations, government agencies, and other groups as appropriate.
- Able to provide all library users with assistance in reference, readers' advisory, information literacy, and in the use of library materials (all formats).
- Able to maintain effective relationships with fellow employees, other agencies, and the public.
- Work public services desk as needed.

Qualifications

- Must love all patrons, even ones who shriek, ask inappropriate questions, and/or may be slightly sticky
- Must have a tolerance for mild chaos and a reasonable amount of noise
- Energetic, innovative, and forward-thinking
- Ability to work effectively with the public and comfortable taking "building in-charge" duties.
- Knowledgeable of reference resources and have the desire to help patrons of all age groups when and where they need assistance

- Excellent technology skills and aptitude for helping customers with computer programs such as MS Office and web-based programs such as Overdrive eMedia Collection. Experience using Polaris a plus.
- Crafty, creative, imaginative, and able to establish a good rapport with youth, teens, their parents and adults
- Highly competent and comfortable with STEAM activities, social media, and emerging technology
- Knowledge of children's, teen and adult literature
- Self-motivated, organized, efficient, and productive with excellent time management skills
- Able to maintain effective relationships with fellow employees, other agencies, and the public
- Excellent written and verbal communication skills
- Ability to apply active listening skills. Ability to deal effectively with confrontational individuals and/or challenging situations.
- MLIS preferred. Must have college degree and experience working with youth *or* appropriate level of on-the-job experience, with experience working with children from infants through grade six
- Able to work nights and weekends as needed

Physical Demands and Working Conditions

- Ability to operate standard office equipment, daily.
- Ability to stand for extended periods of time, occasionally.
- Ability to lift and move a minimum of 40 pounds, occasionally.
- Ability to push book trucks with materials on them, occasionally.
- Ability to perform repeated reaching, bending, climbing and squatting, daily.
- Ability to work in a team setting.
- Requires availability for occasional nights and weekends.
- Requires regular participation and attendance at events and trainings
- Requires ability to travel to off-site locations, occasionally.

Position Requirements

- Attendance and reliability: Demonstrates reliability by arriving to work, meetings and appointments on time and by completing assignments in expected time frames.
- Customer Service: Strives to maintain positive internal and external customer service relationships. Represents the library in an appropriate manner when dealing with staff, managers, vendors, contractors, colleagues, and members of the public.

- Diversity: Treats others with respect and consideration regardless of their cultural background, status, lifestyle choices, or position.
- Initiative: Seeks increased responsibilities. Takes independent actions. Asks for and offers help when needed. Displays original thinking and creativity.
- Teamwork: Exhibits a willingness to work in a team-oriented environment. Demonstrates pleasant communication skills and supports others in the completion of library operations. Able to deal effectively with confrontational individuals and/or challenging situations.
- Organizational Ethics: Maintains a high level of ethics, integrity, and confidentiality. Follows all library policies and procedures.
- Safety/Security: Observes safety and security procedures. Promptly reports potentially unsafe conditions. Operates and uses equipment and materials properly. Satisfactory completion of background check.
- Professional Development: Stays informed of current trends and issues. Exhibits motivation and commitment to improve work related knowledge, skills, productivity, and abilities.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by an individual working in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

Troy-Miami County Public Library is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. Troy-Miami County Public Library’s management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs and general treatment during employment.

By signing below, I signify that I understand the responsibilities of the position Youth Services Librarian, meet the minimum qualification, and am capable of meeting the required duties:

Employee Signature

Date