

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

The City of Southfield is currently seeking qualified candidates for the following full-time career position:

JOB CLASSIFICATION: Library Coordinator – Youth Services

SALARY RANGE: AFSCME 3636 Grade L Pay Range: \$55,415 - \$68,207 (subject to 3% wage increase)
Excellent benefit package, including medical, dental, vision, retirement, holidays, vacation, and more.

REPRESENTATIVE JOB DUTIES

- This position is responsible for managing the Youth Services division including supervision of career and non-career staff. Selects, develops, motivates and evaluates a competent, professional staff; and schedules staff to ensure smooth divisional operations.
- Performs reference and reader's advisory services for patrons at the Youth Division's public service desk.
- Coordinates a very active series of special programs which will address the needs of the community.
- Develops goals and sets priorities for the division and participates in the Library's long-range planning process. Works with Library Administration to develop policies, procedures, programs and services.
- Prepares and manages the Youth Services Division's annual budget and oversees expenditures from the adapted city budget; actively seeks out new revenue sources for the Library.
- Attends meetings and workshops as scheduled; holds staff meetings and communicates regularly with staff.
- Oversees the selection and management of the youth collection including authorizing expenditures and monitors weeding and selection process.
- Provides services and plans programs for a variety of community groups such as public and private schools in Southfield, home school groups, pre-schools and other community groups.
- Act as Librarian in Charge as scheduled, responsible for the smooth operation of the Library in the absence of Library Administration.
- Completes special projects as requested and other duties as assigned.

JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD

- Master's degree in Library Science from an accredited A.L.A. university with emphasis in youth services.
- Three years of professional Library experience preferably in the Youth Division of a Public Library.
- One year of supervisory experience or equivalent expertise gained through administration of projects and/or staff coordination.
- Must possess a proactive, public service attitude and excellent communication skills; superior interpersonal skills necessary to promote communication.
- Ability to plan and administer departmental activities, including staff supervision and budget management.
- Significant problem solving and organizational skills necessary to coordinate diverse, simultaneous programs and the ability to work under pressure of deadlines and changing priorities.
- Excellent communication skills and public service orientation

The selection process will include a review of the applicant's experience for posted requirements, a criminal history check, and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience.

APPLY AT: City of Southfield, Human Resources Department,
26000 Evergreen Road, Southfield, MI 48076

A Completed City of Southfield application packet is required to be considered for this position.

Applications may be downloaded from the City's website at www.cityofsouthfield.com

Completed applications can be emailed to: sfldjobs@cityofsouthfield.com

This is a “continuous” recruitment. Applications will be accepted until there are sufficient applicants to meet the City's recruitment needs. As such, interested persons should make application promptly.

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

JS: 5/4/2021



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.