

Job Announcement

Rochester Hills Public Library Teen Librarian

Position: Teen Librarian (37.5 hours per week, including evening and weekend hours)

Department: Adult & Teen Services

Salary: Dependent on qualifications and experience.
Appointment may be made at the Librarian II level (\$51,765-\$67,542, 10 steps)
or Librarian I level (\$49,572-\$64,680, 10 steps).

Benefits: 100% employer-paid medical, dental, and vision insurance for employees (50% for eligible dependents); 100% employer-paid personal legal services for employee and eligible dependents; short-term disability pay, long-term disability insurance; pension contribution (10% of annual salary after initial 6 months); holiday, vacation, sick paid leave; one floating holiday each calendar year; employer-paid professional development workshops and conferences.

Optional benefits: telework flexibility, monthly visits from therapy dogs, deferred compensation plan, flexible medical reimbursement, dependent care reimbursement, and option to purchase life insurance.

Dates: Deadline for applications: 5 p.m. on Monday, November 10th
Decision anticipated: Monday, December 8th, 2025
Starting date: Monday, January 5th, 2026

Job Description:

The successful candidate will be comfortable learning new things, adaptable to change, and display patience and a commitment to excellent customer service in the primary job duties listed below.

Primary Job Duties:

- Provide library programs for teens, ages 13-18
- Provide professional reader's advisory and reference services to customers
- Instruct customers in use of the library and its print and electronic resources
- Assist in materials selection and acquisition, collection development, and weeding for collections of print and non-print materials for teens
- Prepare bibliographies or information resource guides and keep them current
- Supervise teen volunteers



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- Maintain awareness of new developments and trends in the field through professional journals, workshops, conferences, etc.
- Work independently within the broad guidelines set by library policies and the library director
- Participate in planning library objectives and services
- Motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies and the public
- Initiate relationship with local middle schools and high schools in order to build engagement with teens outside of the library
- Work with the Youth Services department to develop a bridge between tween services and teen services
- Assume responsibilities for supervision of personnel and facilities as directed
- Prepare for emergencies and help maintain a safe work environment
- Perform related duties as required

Librarian I Qualifications:

- Master's degree in library science from an ALA-accredited library school
- Knowledge of the philosophy and techniques of public library service, particularly for teen patrons
- Demonstrated knowledge of library materials and resources
- Knowledge of online information resources, computers, software programs, and automated circulation system (Polaris)
- Creativity to develop and implement new library programs and services
- Ability to think analytically to develop new or revised systems, procedures, and workflow
- Ability to exercise initiative and independent judgment
- Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form
- Ability to make decisions, and interpret and communicate details about policies
- The desire to meet the public and serve patrons of all ages and abilities
- Positive attitude toward accommodating library users living with disabilities
- Inspired to provide exceptional customer service
- Excellent communication skills, written and verbal, including telephone skills
- Ability to communicate effectively with coworkers in a fast-paced environment
- Dependable and flexible work habits
- Demonstrated ability and/or experience working with Windows-based computers, in several software applications
- Ability to use Google suite of productivity tools
- Ability to work independently and assume responsibility



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Librarian II Qualifications:

- All Librarian I qualifications
- 3-5 years of teen/YA librarian experience
- Exercise good judgment and diplomacy when enforcing library policies
- Adapts communication style based on audience, age, and/or demographic
- Proactive and inspires others to stay current in areas of teen librarianship

Requirements of the role:

- Physical:
 - o Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; picking up litter; spreading ice melt
 - o Standing or sitting for periods of time
 - o Writing or typing to complete work-related documents
- Mental:
 - o Is accurate
 - o Able to maintain confidentiality of library records and administrative matters
 - o Good time management: is prompt, flexible, works under short time constraints, and meets deadlines
 - o Able to interact and work effectively with customers, supervisors, co-workers and volunteers
 - o Able to retain concentration and poise despite numerous interruptions
- Environmental:
 - o Normal interior environment for most librarian positions
- Travel:
 - o <15% (attendance at local meetings or statewide workshops)

This is not an exhaustive list of all duties, responsibilities and qualifications; it is intended to describe the major responsibilities and requirements of this position.



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Please respond to the following questions and include the responses with your resume and RHPL application:

1. The Rochester Hills Public Library seeks qualified staff members who reflect the community and the diversity within, how will you and your lived experience help us reach that goal?
2. Developing and running programs for teens is a key part of this role. What kinds of programs would you suggest we add to enhance our teen offerings?
3. What are some contemporary challenges in serving ages 13-18 and how might a public library offer solutions for those patrons?

Application: Please fill out an employment application at <http://www.rhpl.org/jobs> and attach a cover letter, resume, and answers to the above questions.

If you have questions about the position, please direct them to:

C Mulder, Head of Adult & Teen Services
Rochester Hills Public Library
500 Olde Towne Road
Rochester, MI 48307
c.mulder@rhpl.org

The Rochester Hills Public Library is an Equal Opportunity Employer.



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