

Job Announcement
Rochester Hills Public Library - Head of Adult and Teen Services

Position: Head of Adult and Teen Services; 37.5 hours per week, including evening and weekend hours

Department: Adult Services

Salary: \$66,500 - \$86,767 (placement within this range is dependent on qualifications)

Benefits: 100% employer-paid medical, dental, and vision insurance for employee (50% pay for eligible dependents); 100% employer-paid personal legal services for you and eligible dependents; short-term disability pay, long-term disability insurance; pension contribution (6% of annual salary after initial 6 months); holiday, vacation, sick paid leave; one floating holiday each calendar year; 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 critical care insurance, and/or accidental death, and/or life insurance.

Important Dates

Deadline for applications: April 10, 2025

Decision anticipated: May 5, 2025

Starting date: June 2, 2025 (negotiable)

Job Description

This person is a member of the senior leadership team and is responsible for hiring, supervising, training, and evaluating adult and teen librarians and other departmental staff at the library. This person works at public service points, sets long-term goals for departmental services, and generates benchmark solutions for reaching those goals as a team.

Primary Job Duties:

- Develop a productive and influential departmental team of seven librarians, overseeing the hiring, supervision, evaluation, performance coaching, scheduling, time card approval, and communications of direct-report employees, assigned interns, and volunteers.
- As a member of the senior leadership team, models best practices in delivering outstanding external customer service and internal staff engagement
- Proposes and manages the assigned departmental budget



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- Coordinate with the technology and facilities departments to ensure equipment and furnishings are properly maintained and in good working order
- Schedule, supervise, and provide any necessary follow-up documentation for assigned interns and volunteers
- Maintain departmental statistics
- Provide professional reader's advisory and reference services to patrons
- Coordinates and assist in physical materials selection and acquisition, collection development, and weeding
- Provides quality programming by collecting and analyzing statistics and other patron input regarding program attendance, outcomes, and satisfaction
- Instruct patrons in use of the library and its print and electronic resources
- Maintain awareness of contemporary trends in the adult and teen services community, the field, and society through professional journals, workshops, conferences, webinars and pursue innovations in library service accordingly
- Includes all aspects of the Librarian I and Librarian II job descriptions
- Prepare for emergencies and helps maintain a safe work environment
- Perform related duties as required

Qualifications:

- Master's degree in library science from an ALA-accredited library school or a master's degree in a related field along with work experience in the library field
- 3 years experience as a public librarian
- Able to analyze information, draw conclusions, and effectively communicate recommendations
- Knowledge of the philosophy and techniques of public library service
- Demonstrated knowledge of library materials and resources
- Knowledge of online information resources, computers, software programs, and automated circulation system (Polaris)
- Formal training/experience with a specific population such as teens, young adults, job-seekers, and/or older adults.
- 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



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- 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 or Chrome-based computers, and popular software applications such as MS Word/Google Docs, or Excel/Google Sheets
- Ability to use Google Suite of productivity tools (Gmail, Forms, Calendar, etc.)
- Ability to work independently and assume responsibility

Desired Qualifications:

- Management experience in a public library setting
- Presentation experience, or volunteer service in a leadership role on an professional committee

Requirements of the role:

- Physical:
 - 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
 - Standing or sitting for periods of time
 - Writing or typing to complete work-related documents
- Mental:
 - Is accurate
 - Able to maintain confidentiality of library records and administrative matters
 - Good time management: is prompt, flexible, works under short time constraints, and meets deadlines
 - Able to interact and work effectively with customers, supervisors, co-workers and volunteers
 - Able to retain concentration and poise despite numerous interruptions
- Environmental:
 - Normal interior environment for most librarian duties
- Travel:
 - <20% (attendance at local meetings, statewide workshops, and national conferences)

The Rochester Hills Public Library is an Equal Opportunity Employer.



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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. In 230 words or less, describe what you think library service for adults and teens will look like in 2030.
3. Describe a situation where you successfully solved a problem in the workplace and why your unique skills were integral to the resolution.
4. Overseeing service to teens is a key part of this role. What are some contemporary challenges in serving ages 14-20 and how might a public library offer solutions for those patrons?

Application: Please fill out an employment application at <http://www.rhpl.org/employment> along with your cover letter, resume, references, and answers to the pre-interview questions. If you have questions about the position, please direct them to: Julianne Morian, Library Director (juliane.morian@rhpl.org)



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