



Youth Services Librarian

Immediate Supervisor: Director

Positions Supervised: Circulation staff and Volunteers (in absence of Director).

Job Responsibilities: Manages all aspects of library service in the children's departments (ages 0-18) with duties regarding collection development, programming, and public relations. Works closely with the Director.

Qualifications: Understanding of child development, young adult & children's literature, acquired by at least one of the following ways: Bachelor's degree in library science or related field, associate degree, or two years' experience working with children preferably in a library.

Additional Qualifications Preferred: Prior public or school library work experience. Evidence of continued interest in the field of library work. Willingness to be a children's and young adults' advocate.

Salary: To be negotiated by the Library Director and the Board of Trustees.

Evaluation: Each employee will be evaluated by the Library Director at least once each year.

Work Week: 30+ Hours

Essential functions:

Primary Duties:

1. Responsible for planning and implementing story times, school age programming and the annual youth summer reading program.
2. Develops and implements innovative programs that encourage library use and enhance the image of the library in the community.
3. Evaluates and maintains the children's collections (for ages 0-18) and makes recommendations for collection development based on community needs, usage levels, and relevance of materials. Classifies materials, evaluates materials, utilizes statistical data and reports for collection maintenance, and makes withdrawals according to library guidelines.
4. Trains public on use of library technologies and library resources; provides instructional technology programming; incorporates relevant technologies into library services and programs.
5. Creates attractive and timely displays and merchandise library materials. Can delegate to Circulation staff when needed.
6. Maintains current knowledge of organizational procedures, processes, policies and operations.
7. Provides circulation desk coverage as needed.
8. Provides outstanding internal and external customer service. Demonstrates a positive attitude and supports library goals and objectives.
9. Responds to patron questions and situations in accordance with library policy and in a manner to enhance the reputation of the library as a public service organization.
10. Works closely with teachers, preschool operators, and parents providing recreational, educational, and curricular materials.
11. Performs in-depth reference service as needed.
12. Assists in collecting library statistics.
13. Represents the library at community events and in community organizations; maintains

positive working relationship with partner institutions (*local school district*).

14. Attends staff meetings as called by the Library Director.

15. Attends workshops and conferences as budget allows.

16. Publicly supports the Library Board of Trustees, the Library Director, and library policies and promote a positive image of the library.

17. Performs additional duties as assigned by the Library Director.

Library Wide Standards:

Demonstrates initiative, is a self-starter

Demonstrates ability to focus on details.

Actively cooperates and works effectively with others, promotes teamwork, shares information, and works to resolve conflicts, as appropriate.

Adheres to Library policies, procedures and standard practices.

Behaves in a professional manner.

Demonstrates ability to organize work and to carry through established procedures.

Performs duties in a courteous and friendly manner.

Has reliable transportation for use on library business to run errands, make preschool and school visits, deliver book collections.

Ability to develop good rapport with library patrons.

Knowledge, Skills and Abilities:

Ability to effectively use computers, electronic databases and other technology as required.

Ability to operate standard office equipment, such as copiers and fax machines.

Ability to exercise independent judgment, reliability, and maintain confidential integrity as required.

Possesses strong communication and public relations skills.

Demonstrates supervisory skills.

Ability to maintain a close working relationship with library employees.

Flexible, hardworking and detail oriented.

Familiar with many aspects of public service operations including circulation and basic reference services and technology.

Ability to handle a frequently fast-paced position with numerous interruptions.

Physical stamina is required to rearrange furniture and put away materials, and to push and pull loaded book carts and other library equipment and materials. Physical activity includes, but is not limited to, prolonged periods of sitting, as well as periods of standing, mobility, stretching, bending and stooping.