



Youth Services Librarian

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| Revision Date: | February 2017 |
| Department: | Youth Services |
| Job Grade: | 7 |
| FLSA Status: | Non-Exempt |
| Number Supervised: | FT: 0 PT: 0 |
| Reports To: | Head of Youth Services |

General Description

The Youth Services Librarian provides information on a wide range of topics using print and non print materials; provides reader's advisory service; and selects, maintains and weeds materials in assigned subject areas. In addition, this position is responsible for coordinating outreach programs, and maintaining and establishing relationships with local grade schools, day care centers and public and private community organizations

Major Duties and Responsibilities (to include, but not limited to)

1. Works with department head to develop and implement an outreach plan for the Youth Services Department.
2. Solicits, schedules, develops, and conducts visits to schools, preschools, and community organizations to provide information on the services and resources of the library and engages these groups in the collaborative use of library services and programs.
3. Maintains collaborative working relationship with key individuals in schools, preschool programs and organizations to identify ongoing needs and enhance library services offered. Arranges visits and tours for school and community groups.
4. Provides reference and reader's advisory to departmental patrons. Utilizes library technology including on-line databases and the Internet, as well as traditional library resources, in answering patron queries. Instructs and guides patrons in the use of library resources.
5. Selects, replaces, and weeds materials in designated collection areas using a variety of review sources. Coordinates the department's efforts to support the local school curriculum with nonfiction, reference, and textbook collections.
6. Serves as Librarian-in-Charge of the building at designated times.
7. Promotes interest and use of the collection and services within the library utilizing a variety of methods including assembling displays, bulletin boards, and signage; and creating print and online bibliographies.
8. Develops and conducts storytimes, book discussions, or other programs to children, their caregivers, and educators, both inside and outside of the library. Works with Young Adult Librarian on school-related outreach to middle schoolers as needed.
9. Assists in creating YS content for and updating various social media outlets.
10. Engages in self-directed professional development appropriate to Youth Services, including reviewing current professional journals, attending professional workshops and meetings; and communicating with peers in other library settings.
11. Other duties as assigned.

Contacts Outside of Department

- All other departments in the library
- School and preschool teachers, students, librarians, staff and volunteers
- Staff at other libraries
- Community organizations

Necessary Knowledge, Skills, Abilities

1. Extensive knowledge of children's literature (including age-appropriate materials), reference resources, and use of technology.
2. Extensive reading background in a variety of genres and subject areas.
3. Ability and enthusiasm to engage children and interact with their parents and caregivers.
4. Ability to learn new skills and concepts, and to effectively communicate this knowledge to staff and patrons.
5. Ability to work collaboratively with external groups and organizations.
6. Ability to speak confidently in front of groups.

7. Working knowledge of Windows operating system and Microsoft Office suite.
8. Ability to use good judgment in relation to library policies applied to the public.
9. Ability to exercise initiative and to make independent decisions.
10. Ability to exercise tact and decisiveness in a pleasant manner when dealing with patrons.
11. Ability to organize work.
12. Ability to work collaboratively with others.
13. Ability to communicate effectively in English, both orally and in writing.

Qualifications for Appointment

1. A MLS from an ALA-accredited graduate school.
2. One year of work experience in a public service environment. Experience working with children preferred.
3. Must be available evenings and weekends.

Working Conditions

Office environment, with visits to schools.

Physical Demands

Walking, standing, sitting
Lifting moderately heavy (up to 20 lb.) loads
Pushing carts
Shifting books
Extensive hours of computer use
Moving tables and chairs

Other Essential Job Requirements

Must be able to drive, hold a valid driver's license, and have access to reliable transportation.