

Job Description



JOB TITLE: Youth Services Librarian

FLSA STATUS: Non-exempt

REPORTS TO: Head of Youth Services

PAY GRADE: 24

JOB SUMMARY: Responsible for collection development, performing tasks at a public service desk, and assisting patrons in the use of the Library, its materials, services, and electronic resources.

ESSENTIAL FUNCTIONS:

- Provides uniformly gracious and friendly service to all.
- Assists patrons in the full use of the Library and its digital and print resources, including reference service at all levels, readers advisory, and downloading digital content.
- Builds, maintains, and promotes assigned collection areas.
- Creates and evaluates bibliographies and displays.
- Participates in preparation, implementation, and evaluation of programs and outreach initiatives. Sets up meeting rooms and other spaces for programs.
- Assists patrons with publicly available technology. Troubleshoots problems and notifies appropriate staff of complex issues.
- Assists with gathering of statistical data.
- Assists patrons with program registration.
- Supervises volunteers as part of youth volunteer program.
- May act as staff member in charge of building in the absence of a manager.
- Performs tasks associated with opening and closing the Department.
- Provides written incident reports to Management Team.
- Seeks and engages in professional development opportunities relevant to youth services.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the policies and procedures of the Library.
- Knowledge of computers, the Internet, email, Microsoft Windows and Office applications, and other relevant technologies and equipment.
- Knowledge of alphabetic and decimal numeric filing rules.
- Knowledge of popular materials for children and teens, as well as readers advisory tools.
- Knowledge of collection development principles.
- Excellent organizational, interpersonal, and communication skills in a team environment.
- Excellent customer service skills.
- Ability to identify recreational and educational needs of children, teens, and families in the community.
- Ability to be accurate, detail-oriented, and efficient in the performance of assigned duties.
- Ability to follow written and verbal directions.
- Ability to effectively communicate orally and in writing.
- Ability to be flexible and adaptive to change.
- Ability to reach, bend, stoop, and lift to access Library areas and materials.
- Ability to move a fully loaded book truck.
- Ability to lift, push, and pull equipment, furnishings, and supplies as necessary to set up programs.

QUALIFICATIONS:

- Master's Degree in Library and Information Science from an ALA-accredited program, or degree in progress.
- Minimum one year of experience in a library; public library experience with youth preferred.

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- Minimum one year of experience working with youth.