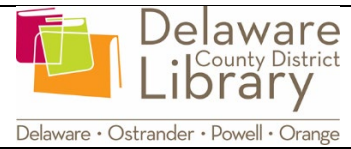


Position Profile



FLSA:	Exempt / Salary	Effective Date:	December 1, 2021
Pay Classification:	50	Reports to:	Assistant Branch Manager - Youth Services Supervisor

Youth Services Librarian

Summary of Job Responsibilities: Reporting to the Assistant Branch Manager - Youth Services Supervisor, the Youth Services Librarian provides direct programming and services to Library patrons. Develops, plans, and presents programming and services. Focuses on the needs of children and teens.

Minimum Qualifications:

- MLS or MLIS from an ALA-accredited institution is required.
- Two to three years' relevant experience required, preferably in a library setting.
- Ability to load, unload, lift, shelve, transfer, and/or transport materials up to 75 lbs. is required.
- Ability to work days, evenings, and weekends is required. The schedule may change as the needs of the Library change.
- Ability to travel between Library locations as needed is required.
- Regular and predictable physical attendance is required.

Employment Contingencies:

- Must satisfactorily complete a background investigation.

Knowledge, Skills, and Abilities:

- Strong grasp of the principles of library and information science.
- Knowledge of Library practices and trends in services.
- Knowledge of current Library computing practices, standards, and equipment.
- Familiarity with a wide range of research methods and tools.
- Ability to devise and execute effective searches using the Library's catalog, subscription databases, and online resources.
- Knowledge of early literacy initiatives for children.
- Knowledge of developmental stages of children (i.e., ages birth through teen).
- Knowledge of Library services for teens.
- Familiarity with children and teen books and authors.
- Ability to talk and work with patrons of all ages
- Ability to lead a team and/or workshop.
- Ability to teach and/or clarify tasks to support staff.
- Ability to coordinate Library programs, services, and projects.

- Extensive knowledge of Dewey Decimal Classification (DDC) system.
- Knowledge of and location of Library materials.
- Ability to address and resolve patron conflicts.
- Ability to multitask and shift priorities as required.
- Strong oral and written communication skills.
- Strong technology skills.
- Flexibility and adaptability.
- Problem solving skills.
- Well organized with strict attention to detail.
- Ability to interpret and apply Library policy.
- Works well individually and as part of a team.

Duties and Responsibilities:

- Serves as the “person in-charge” role when required, based on the needs of the Branch.
- Provides direct service to patrons (i.e., phone, in-person, computer lab, drive through, curbside, information desk, readers’ advisory, virtual).
- Develops, plans, and presents programming and services for children and teens (i.e., in-person, virtual).
- Creates, maintains, and develops partnerships with local agencies, organizations, and school districts.
- Provides assistance with all Library resources, services, equipment, and technology.
- Assists patrons in the selection, location, and use of Library materials and resources.
- Performs interlibrary loan procedures as assigned.
- Creates and maintains displays.
- Collection development as assigned. Builds and maintains current collections, as well as identifying and developing new collections based on community needs.
- Builds and maintains current services directed at youth (i.e., children, teens), as well as, identifying and developing new services based on community needs.
- Works with appropriate Administration in developing and presenting training for appropriate staff within the Library, the Library community, and community partners.
- Stays up-to-date with new developments, best practices, participates in continuing education events, and attends appropriate conferences/trainings.
- Participates in the state library association and/or other professional organization as assigned.
- Attends regular staff and committee meetings as assigned.
- Supports and implements the Library’s Mission Statement, Vision Statement, Strategic Plan, and Customer Service Expectations.
- Performs other duties and tasks as assigned.

Note: The tasks listed above are illustrative, but not exhaustive, of the tasks performed by persons in this classification.

Working Conditions:

- All Library positions require some or varying levels of physical activity, including standing, walking, reaching, squatting, lifting, carrying, pushing, and grasping.
- Ability to sit/stand and use computer for extended periods and standard office equipment daily.
- Majority of work performed in a public building office environment.
- Employees should be able to lift and/or carry 25 lbs. consistently and 75 lbs. occasionally.
- Employees should be able to push Library carts 25 lbs. consistently and 75 lbs. occasionally.
- Requires, at a minimum, 25-minutes of aerobic exercise, during some programming.
- Requires travel between Library locations as needed.
- Requires ability for extended hours as needed.
- Requires evening and/or weekends as needed.
- Requires periodic participation and attendance at events and trainings.

Employee Acknowledgement: I have read this position profile and had the opportunity to ask questions.

Employee

Date