

## **Youth Services Librarian**

### STATEMENT OF DUTIES

Under the supervision of the Library Director, performs responsible and varied administrative and professional library work related to planning, organizing, and directing of the Library, specifically in the area of youth services. Supervises the entire library, including personnel and facilities, in the absence of the Library Director. Responsibilities include helping develop, coordinate, and implement programs to improve service availability and quality consistent with library policies and management guidelines. Other routine work involves keeping current with new technologies and methods, providing for the overall care and maintenance of the collections, attending meetings and workshops and communicating with customers, co-workers and other agencies. Regularly scheduled night and weekend work is expected. Provides assistance to library patrons in all library services directly; performs professional library duties in the selection, acquisition, organization and use of library materials. The work requires that the employee have considerable knowledge, skill and ability in library clerical functions, especially the operation of an automated circulation system.

### SUPERVISION

Works under the general supervision of the Library Director. Supervises other staff in absence of Library Director.

### ESSENTIAL FUNCTIONS

The essential functions listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Evaluates youth materials and services and assists in the selection and maintenance of materials in the library collection.
- Prepares and presents library programs and supervises program presentation by subordinate staff.
- Coordinates youth service operations with other library services and functions; develops programs and services to meet specific needs of children and teenagers.
- Assists in promoting library use, especially youth programs and services.
- Responds to telephone, digital, and in-person requests for information and research.
- Takes responsibility for inter-library loan management.
- Instructs the public in the use of Library resources. May be called upon to provide in-depth tutorials for specific resources.
- May train and supervise clerical, paraprofessional, and subordinate professionals in specific tasks.
- Attends staff and other inter and intra agency meetings to coordinate programs and activities and to increase professional knowledge and skills.
- Performs related work as required.

## RECOMMENDED MINIMUM QUALIFICATIONS

### Education and Experience

A four-year degree from an accredited college or university in the social sciences, humanities, education, or a related field and some professional training in library work, OR, an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education.

### Knowledge, Ability, and Skill

- Some knowledge of the principles and practices of public library functions
- Some knowledge of children/adolescent development
- Good knowledge of the needs of library patrons and the ability to provide the type and level needed
- Wide knowledge of literature for children and teens
- Good ability in oral and written communications
- Considerable ability to develop and present library programs
- Some ability to develop and present public information materials to promote library use
- Considerable ability to establish and maintain effective working relationships with superiors, co-workers, and the general public
- A working knowledge of computer applications for library services
- Ability to work with minimal supervision
- Solid commitment to customer service
- Effective listening skills
- Possesses a solid general education
- Ability to organize work for efficient use of time
- Strong oral and written communications skill
- Ability to understand and interpret library policies, procedures, and rules

### Special working conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Duties are performed indoors in office environment. Duties require extended periods of standing, walking, sitting, and talking or hearing. Duties require occasional periods of climbing or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, crouching, or crawling. Weights up to 50 pounds are encountered. Vision requirements include close vision and ability to adjust focus. Must be able to do math at the algebraic level. Reading materials and verbal instructions require complex interpretation. Hazards are considered minor and controllable, but may include exposure to human error and angry/hostile humans. The noise level is usually moderate. Must be able to transport oneself to work-related meetings, workshops, conferences, etc.

*This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.*