**Reddick Public Library District**

## JOB DESCRIPTION

### **TITLE:** Youth Services Librarian **SALARY REVIEW:** Annually

**CLASSIFICATION:** Full-time, Non-Exempt

**REPORTS TO:** Associate Director

**Duties:**

* Plans, presents, and supervises programs for children preschool through 12th grade. Supervises other staff presenting programs and events.
* Develops, selects, and maintains library collection of books, magazines, AV, and other children’s materials as assigned.
* Acts as a reader’s advisor and reference librarian for children’s department.
* Coordinates library orientation, tours and visits to the library for groups of children and caregivers.
* Plans and assigns bibliographies, bulletin boards, book displays, and other publicity materials relating to children.
* Assists patrons with basic information regarding use of library materials, equipment, and services.
* Maintains a working relationship with teachers, librarians, and other staff within area schools and community agencies/organizations serving children.
* Develops and manages summer reading program for children.
* Attends meetings, seminars, and professional workshops.
* Recommends necessary expenditures for department during budget preparation.
* Recommends policies and procedures related to children’s department.
* Prepares monthly report for director.
* Establishes and maintains effective work relationships with co-workers, staff of other libraries, and the general public.
* Cooperates as a team member with the library staff in performing any duty essential to the achievement of efficient library operations.

**Qualifications:**

* Master’s degree, preferably in Library Science from an ALA accredited institution.
* Knowledge of the theories, principles and techniques of librarianship.
* Ability to translate children’s needs and interests into effective library services and programs.
* Ability to work independently to develop, plan, and organize programs and services for children.
* Ability to relate to co-workers in a positive and responsive manner.
* Ability to exercise tact, leadership and judgment and coordinate, plan and administer for quality library service to the community.
* Ability to communicate effectively in English, both orally and in writing. Ability to communicate in Spanish desirable.
* Must be able to work evenings and weekends.
* Must have valid driver’s license and access to a vehicle.