Job Description

Position Title: Youth Services Librarian

Classification: H

Supervisor Title: Youth Services Department Manager

FLSA Status: Non-Exempt

## REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to openly and respectfully engage with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to maintain patron privacy and confidentiality of patron records.
4. Ability to communicate clearly.
5. Ability to use various technologies to complete work.
6. Ability to follow library policies and procedures.
7. Ability to understand, practice and demonstrate the library’s Service Standards and Equity, Diversity, and Inclusion values.

## POSITION SUMMARY

Under the supervision of the Youth Services Manager, this position facilities superior library service to patrons by providing reference and readers’ advisory services, participating in collection management, and planning and presenting programs.

Specific responsibilities/functions will be assigned by the Youth Services Manager on the basis of experience, skills, needs of the department and number of hours worked.

## REQUIREMENTS FOR THIS POSITION

1. Knowledge, skill, and development in the following areas which are often gained through a post-secondary degree (e.g.  MLIS) or experience:

* **Communication Skills** include accurately comprehending, assessing, and conveying written and verbal information to individuals and groups in a variety of settings including organizational and library conferences, meetings, and publications, facilitating groups in meetings and programs.
* **Computer Skills** include using word processing and spreadsheet applications including MS Office Suite and Google Workspace, effectively using email and Google calendar, performing internet searching, using cloud-based communication tools such as Google Chat and Zoom, maintaining and organizing digital files, and instructing and training others to use technology.
* **Critical Thinking & Problem Solving** includes analyzing and evaluating information in order to assess an issue, make a decision, and take action.
* **Time Management** includes prioritizing tasks, meeting deadlines, planning for long term tasks, and managing time independently.
* **Research Skills** include interviewing others to understand their requests, understanding and explaining information and media literacy and fluency, evaluating sources and instructing others to access and use library resources.
* **Organization of Information** includes an understanding of basic library organizational systems and the methods by which information is stored and categorized.
* **Instruction and Facilitation** includes instructing and training others to access library resources and use technology and facilitating groups of people in meetings and programs.
* **Core Library Tenets** include understanding and upholding intellectual freedom; protecting patron confidentiality and privacy; supporting access to information and opposing censorship; supporting lifelong learning; and assessing and providing for the needs of diverse communities.

1. Working knowledge of integrated library systems as well as other library applications relating to Youth Services.
2. Working knowledge of general library philosophy, including the *Library Bill* *of Rights* and the ability to transform that knowledge into daily practice in the fulfillment of responsibilities.
3. Working knowledge of the reading interests and curriculum related information needs of children, teens and their caregivers.
4. Knowledge of department collection and online resources to help answer patron requests.
5. Experience working with children, teens, and their caregivers.

## ESSENTIAL FUNCTIONS

1. Provides reference and readers’ advisory service to patrons utilizing electronic and print resources.
2. Plans, develops, produces and evaluates programs and services to meet community needs.
3. Performs collection management for assigned areas of library’s collection including promotion, selection, weeding and maintenance.
4. Serves as Person-In-Charge by interpreting and implementing library policy and working closely with the security monitor to resolve issues.
5. Participates in appropriate local, state and national organizations.
6. Participates in relevant training, continuing education and/or staff development.
7. Performs other duties as assigned.

WORK ENVIRONMENT

Work is routinely performed in a busy indoor space with children and their caregivers, and in a shared office. There are occasional visits to other organizations and outdoor events. This role routinely uses standard office equipment such as computers, phones, and photocopiers. Noise level may vary from quiet to loud. Some remote work may be available. The employee is required to work evening and weekend hours.

PHYSICAL REQUIREMENTS

1. Constantly operates a computer and other office machinery, such as printers and paper cutters.
2. Constantly communicates with staff and patrons.
3. Constantly discerns items near and far.
4. Frequently positions self to assist patrons with activities, programs, and retrieving materials.
5. Frequently handles and inspects materials.
6. Frequently retrieves materials from shelves.
7. Frequently moves about building to assist patrons.
8. Frequently transports materials weighing up to 35 lbs. via carts.