**POSITION/TITLE:** Young Adult Librarian

**FLSA CLASS:** Non-Exempt **REVISED DATE:** April 2016

**JOB SUMMARY:**

The Young Adult Librarian position is primarily responsible for selecting young adult materials and maintaining this special collection. It is a diverse position that requires a broad knowledge of library functions, interest in young adult literature, and customer service skills to assist all ages of library users.

**HOURS OF WORK:**

Part Time – includes some evenings and Saturdays (under 6-10 hours per week)

**SUPERVISION**:

Reports to the library director; works independently. This position has no supervisory responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Responsible for selection of Young Adult materials

Develop promotions to encourage circulation of the Young Adult Materials

Provide a range of library services including, but not limited to, checking in/out materials, responding to public inquiries, including reader’s advisory and reference questions, using both print and online resources, assisting patrons with library services and equipment, issuing library cards, and managing and monitoring public computer use.

Keep work area neat and public area orderly.

Attend professional meetings, workshops, or classes when applicable.

Uphold patrons' constitutional and legal rights, abide by federal and state statutes, and implement board policies and library procedures.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

It is expected that the Young Adult Librarian will perform other duties as needed and assigned by Library Director or senior staff.

**MINIMUM QUALIFICATIONS:**

Must be service-oriented and have a positive attitude toward the library and its patrons.

Must have computer experience sufficient to adequately use automated library, as well as basic word processing and Internet search skills.

Must have the ability and desire to deal with co-workers and the public in a courteous manner, establish a rapport with library users, and maintain an effective working relationship with fellow employees.

Must have computer ability to adequately use automated library, as well as basic word processing and Internet search skills.

Must have good organizational skills and attention to detail.

Must have the ability and desire to deal with co-workers and the public in a courteous manner, establish a rapport with library users, and maintain an effective working relationship with fellow employees.

Four year college degree preferred or equivalent work experience.

**PHYSICAL DEMANDS:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job during a full duty day or shift. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is required to sit, talk, and hear. Employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

Employee is required to use cognitive ability to reason, analyze, and verbalize thoughts and ideas.

Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee must be available and present for work as scheduled.

Employee must perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.

**WORK ENVIRONMENT:**

The work environment characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a typical customer service environment that requires ability to use and operate a personal computer and peripherals, telephone, photocopy machine, and calculator.

The noise level in the work area is usually moderately quiet.