

## **Youth Services Librarian**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **JOB OBJECTIVES**

Under direction, this position will plan, provide lead supervision, coordinate and evaluate the activities and operations of the City Library's children's section, including coordination of assigned activities with other departments and outside agencies.

### **ESSENTIAL FUNCTION STATEMENTS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

1. Coordinate, publicize and evaluate juvenile programs including the summer reading program; weekly story times; conduct school visits; city departments as well as outside agencies, specifically schools, committees and organizations in planning library services for youth.
2. Recommend and assist in the planning of goals and objectives for services to children, infant to young adult.
3. Provide lead supervision, coordinate and review the work of assigned staff and volunteers; assign work and projects, monitor workflow, review and evaluate work products, methods and procedures, meet with staff to identify and resolve problems.
4. Maintain awareness of trends in book and electronic publishing through reading appropriate library and related journals.
5. Recommend and assist with the children's and young adult collection; evaluate and select materials for addition to and deletion from collection; ensure adequacy and currency of materials.
6. Provide reference assistance to library patrons; explain use of automated catalog systems, indexes and databases; recommend materials to patrons using standard bibliographic sources; locate materials on the shelf.
7. Perform circulation and reference desk duties as required; check materials and issue library cards, answer telephones and provide information to the library patrons as needed; accept payment for library fines and penalties as needed.

8. Determine patrons' needs through the reference interview process; provide reader's advisory service; suggest resources from within the Library's collection or from other agencies.
9. Attend and participate in profession group meetings; stay abreast of new trends and innovations in the field of youth services.
10. Provide training and assistance to staff individuals and groups on the use of the Library, catalogs, and related equipment.
11. Respond to and resolve difficult and sensitive individual and groups on the use of the Library, catalogs, and related equipment.
12. Provide responsible staff assistance to the Assistant Directory and Library Director.

### **AUXILLARY FUNCTION STATEMENTS**

1. Follow all safety rules and procedures established for work area.
2. Perform related duties as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

Public library services and functions  
 Principles and procedures of profession youth services  
 Computerized cataloging, bibliographical and circulation systems, the Internet and electronic resources  
 Practices of collection development, maintenance and management  
 Internet usage, structure and various on-line systems  
 Modern office equipment including computers  
 English usage, spelling, grammar and punctuation  
 Pertinent Federal, State and local laws, codes and regulations.

#### **Ability to:**

Purchase, monitor and review new library materials and supplies, within budget constraints

Provide lead supervision, direct and coordinate the work of assigned staff and volunteers.

Provide professional and technical library tasks

Perform research using reference materials and the Internet

Creatively and energetically develop and perform children's programs

Promote the library through the use of tours, exhibits and other mediums

Assist patrons in response to reference, reader's advisory and directional Library questions

Operate a variety of office equipment including: computer, associated word processing and spreadsheet applications

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective relationships with those contacted in the course of the work.

### **Education and Experience Guidelines**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education:**

Equivalent to a Bachelors degree; a Masters degree in Library or Library and Information Science from an ALA accredited college or university is preferred.

#### **Experience:**

Course work in children's literature and storytelling; as well as training in presenting programs.

#### **Desired qualifications:**

Excellent oral and written communications skills; able to exercise judgment and tact in carrying our programs; and possess excellent public service and organizational skills.

## **Physical Demands and Working Conditions**

*The physical demands 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 these essential job functions.*

**Environment:** Library environment; extensive public contact

**Mobility:** Incumbents require sufficient mobility to work in a library setting, operate office equipment; extensive and recurring walking, standing, bending, crouching, stooping, and reaching; regular lifting of moderately heavy items.

**Vision:** Vision sufficient to read small print, computer screens and other printed documents

**Other factors:** Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.