

# Livingston-Park County Public Library

## Job Description Youth Services Librarian

**Department:** City-County Library

**Accountable to:** Library Director

**Summary of Work:** develops youth collections, handles youth-related community outreach, programming, and reference

### **Nature of Work:**

This position performs professional, supervisory, instructional and administrative duties requiring independent initiative and judgment.

Supervision may be exercised over student interns, community service workers, volunteers and other library personnel.

The position requires considerable contact in person, in writing and by telephone with library patrons, community groups, library staff, and professionals in other library systems.

Duties may involve, but are not limited to, the following:

- works at the circulation desk as needed
- performs daily activities such as checking library materials in and out, shelving books, scheduling computer workstations and the library meeting room, troubleshooting printing and computer problems and operating the online catalog and circulation system
- plans, organizes and implements services and materials for those under 18 (youth), educators, parents, and teachers, to instill a life long love of reading and learning
- maintains direct contact with community resource people so that youth and adults working with youth can be referred to appropriate sources of assistance
- provides Reader Advisory for print, Internet sites and computer programs, specifically appropriate to reading level and interest for all ages
- provides educational support to school-age children, (home school, public and private classrooms), and educational organizations
- composes bibliographies, book reviews, book-talks, library displays, press releases and other special tools to increase access to library resources,

motivate their use and promote reading and library programs

- provides Library tours, special story times and book talks
- provides instruction on library skills, research skills and usage as needed
- gathers materials for teachers' and classroom use as requested
- maintains attractive and functional youth areas
- provides research and assistance for homework assignments and individual pursuits, via the physical collection, Internet sources and Interlibrary Loan
- plans, prepares and implements programs for birth to middle school age children
- researches, evaluates, and manages the youth collections by reviewing, selecting, ordering, weeding and maintaining all of those materials
- determines reading and interest levels and placement within the collections
- considers the opinions and requests of patrons in the development and evaluation of youth library services
- consults with technical services for assessing the best possible access to the collections by users
- appraises and evaluates gift items to maximize the benefit to the library's youth collections
- performs professional support service for patrons by undertaking difficult and complex informational and reference searches
- assists youth in the use of the library, providing information services via the reference interview in person or by phone
- prepares correspondence on procedural or informational matters especially related to the youth areas and keeps the Director informed
- provides offsite school programs, such as storytelling and book talks, assemblies and classroom and teacher visits
- plans, prepares, promotes and implements summer reading program for all youth age groups
- actively participates in pursuing alternative funding sources to help fund the youth outreach programs and purchases materials needed
- designs, develops, implements, and budgets other youth outreach programs for the Library
- promotes the Library through media sources regularly
- coordinates youth outreach programs with agencies being served
- consults and collaborates with peers in order to plan and develop youth outreach programs appropriate for the Library
- collects and compiles statistical data and pertinent reports about the youth outreach programs
- collaborates with Director about the direction and scope of the youth outreach program and keeps the Director informed about the programs
- maintains specialized reports, statistical and data analyses and other information to provide accurate and concise feedback about the Library for various entities
- performs other duties assigned by Director

## **Job Requirements**

### **Knowledge**

This position requires a thorough knowledge of child and adolescent development and of children's literature, as well as a working knowledge of popular computer applications, including automation systems, and the Internet.

### **Skills**

Requires skills in the use of library equipment and resources and in the use of computers as well as skills in communicating with the public and understanding patron needs. Must be an effective and capable public speaker. Must know how to use Online Public Access Catalog, electronic resources, and other information technology sources to meet typical library needs. Must demonstrate the ability to conduct a reference interview and be able to answer reference questions with authority and tenacity to meet patron needs. Must have skills in operating personal computers, automated information databases, database creation, word processing, spreadsheets, and electronic software. A working knowledge of office procedures is desirable.

### **Abilities**

Requires the ability to work well with patrons, complete tasks with accuracy, work with interruptions, maintain confidentiality, keep current with new service policies and procedures, supervise students and volunteers, and maintain effective working relationships with other staff and volunteers, other agencies, and the public.

The position requires a commitment to service excellence; the ability to see the big picture of the Library; the ability to work well with others in a team; the ability to provide leadership and plan, prioritize and focus on what is critical; commitment to lifelong learning; recognition of the value of professional networking; and the ability to remain flexible and positive in a time of continuing change. Must be able to legally and safely operate a large vehicle in various weather conditions.

### **Education and Experience**

A Bachelor's Degree with 5 years' experience working with children from ages 0-18. Experience in public libraries is preferred. A strong commitment to public service and to working with a team are essential. Excellent communication and computer skills are required. A valid driver's license is required.

### **Performance Standards**

Evaluation of this position will be based upon performance of the preceding requirements and duties, in addition to the expectations listed in the "Employee Expectations and General Performance Standards" document.