

## City of Clintonville

### Position Description

**Title: Youth Services Librarian**

**Department: Library**

**Date:**

**FLSA Status: Non-Exempt**

#### **General Description:**

Under administrative supervision, the Youth Services Librarian plans, organizes, and conducts a wide variety of library services and programs and directs the activities of children's and young adult services.

The Youth Services Librarian reports to the Library Director and supervises the Library Pages. The position assumes operational responsibilities for the library in the absence of the Director and Technical Services Librarian.

#### **Examples of General Work Duties and Responsibilities:**

1. Plans, promotes, and executes library services and programs for all ages.
2. Advises the library director in regard to policies and procedures in area of responsibility; writes reports and recommendations; implements decisions.
3. Works with the Technical Services Librarian to develop subject areas in the library materials collection, selects materials for purchase, and maintains the collection.
4. Plans, promotes, and executes Summer Library Program for children through adults.
5. Assists in library technology planning, implementation, and management.
6. Helps interview applicants for hire and makes recommendations to the Library Director.
7. Supervises and trains Library Pages.
8. Develops and participates in community outreach activities and presentations to local schools, organizations, and businesses.
9. Promotes library services through flyers, news releases, digital media, and other types of publicity.
10. Maintains and improves the Library's website and social media.
11. Seeks grants to support new programs and services; develops grant proposals and implements grant programs.
12. Provides reader's advisory, reference, and other patron assistance services.
13. Provides backup assistance at the circulation desk as needed.
14. Assists in the development of and carries out Library policies and procedures.
15. Compiles statistical information on area of service.
16. Collaborates with colleagues to insure coordinated and effective daily operations and coordinated library programs and services
17. Tracks expenditures for programs and materials.
18. Stays abreast of trends and best practices in librarianship and library technology and participates in continuing education as appropriate.
19. Performs other related work.

**Knowledge, Skills, and Abilities:**

1. Ability to maintain effective verbal and written communication with staff, patrons, and vendors through in-person and digital communications.
2. Ability to effectively present information and respond to questions from patrons and staff.
3. Ability to gather statistics, analyze information and write reports.
4. Ability to maintain confidentiality of library patron information.
5. Ability to identify problems and opportunities, review possible alternative courses of action and utilize information and resources for decision-making purposes.
6. Ability to perform classification, reference work, and material selection.
7. Ability to plan, organize, and carry out library programming and community engagement activities.
8. Ability to plan, organize, train, supervise, and evaluate the work of library employees.
9. Ability to use computer software and adapt to changes in technology.
10. Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.
11. Advanced knowledge and understanding of literature for children and young adults and basic library principles, procedures, technology, goals and philosophy of service.
12. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
13. Willingness to maintain skills in the above-mentioned areas through active participation in appropriate continuing education activities.
14. Working knowledge of English grammar and spelling.

**Minimum Training, Education, and Experience Required and Preferred:**

1. A Bachelor's Degree is required. A Master of Library Science from an American Library Association accredited institution is preferred.
2. Management and supervisory responsibility or two years of progressively more responsible library management experience preferred.
3. Library course work in selection, organization of materials, programming, and children's & young adult materials preferred.
4. Knowledge of computers, mobile devices, Google Calendar, Microsoft Office, Windows, library media streaming platforms, and electronic information resources including the Internet and Internet browsers.
5. Ability to speak Spanish a plus.