Edwards Public Library

Youth Librarian/Asst. To the Director

POSITION DESCRIPTION

DESCRIPTION:

Under the supervision of the Library Director, the Youth Librarian participates in the full range of children’s services from birth to teenage years including reference, circulation, reader’s advisory, materials selection, budgeting, and programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Youth Librarian performs the following duties:

Program Planning and Implementation

Plans and implements children’s and young adult programs in the library

Serves as liaison to area schools and homeschoolers to ensure services to students

Trains and supervises volunteers

Cultivates relationships with potential volunteers and community members

Researches and applies for various funding and scholarship opportunities

Budgets and purchases incentives of books and prizes for Summer Reading and for

programs throughout the year

Helps to plan, organize, and supervise Story Hours.

Performs as a substitute for Story Hours storytellers and as a host for events

Works with the Director on the library’s monthly book club

Reference and Reader’s Advisory Services

Assists children, parents, and other adults in locating information

Instructs patrons in the use of the library catalog and databases, computers, equipment,

tools, and resources

Prepares booklists for different ages and subjects as required

Collection Development

Selects library materials in designated areas using library journals and resources

Handles disposition of outmoded materials and updates areas of responsibility

Trains staff and volunteers on the repair and preservation of materials

Public Relations

Prepares public relations materials on library services and events

Writes press releases and distributes publicity materials to the press and patrons

Prepares displays

Represents the library at professional and community meetings and events

Professional Development

Attends workshops and meetings as requested

Examines new materials

Updates skills on new resources and technologies

GENERAL RESPONSIBILITIES:

1. Plans, publicizes, and implements programs and activities for children and young adults at the library which encourage reading, viewing and listening skills and the use of library facilities and materials as well as stewardship of the building for the future.
2. Creates community partnerships through fundraising and doing outreach to schools and other groups.
3. Selects and budgets materials for children’s and young adult’s collections (books, videos, recordings, e-resources, etc.).
4. Maintains the children’s collection through mending or replacing worn or outdated materials, shelving, organizing and correcting problems.
5. Provides one-on-one assistance to children, their parents, and other adults who work with children. Performs children’s reference service and assists in choosing materials for reading and leisure time activities.
6. Provides service at the children’s circulation desk in all functions involving checkout and check-in of library materials, overdue procedures, system-wide holds, patron registration, and provision of reference and reader’s advisory service.
7. Assists groups that serve children such as extended day programs, scouts, nursery schools, day care centers, public schools, homeschoolers, and religious groups.
8. Develops, distributes, and promotes reading lists for children by topic and by age group. Sets up displays that help children choose books.
9. Maintains statistics of children’s activities and programs. Prepares monthly narrative reports to the Library Director and Board of Trustees.
10. Participates in near-term and long range planning for the department. Reviews department programs, services, and policies for evaluation and improvement.
11. Manages public use of computers in the children’s area.
12. Participates in workshops, training, reading, to maintain awareness of trends in youth services and of issues affecting youth.
13. Serves as a key member of the Library staff including substituting for the Library Director in their absence, assuming responsibility for all staff, the public, and the library building.
14. Works with the Director on learning weekly tasks such as warrants, payroll, and monthly tasks such as statistics. Stands in for the Director at meetings in their absence.
15. Works at the Main Circulation desk and in adult services especially where there is overlap such as with the Book Sale and fundraisers.
16. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Working knowledge of the principles and practices of library work. Ability to use computers for automated library functions.
2. Knowledge of children’s literature and materials and understanding of leveled readers.
3. Ability to work with children and to develop and implement services for children.
4. Ability to communicate effectively with all members of the public, especially children, in a courteous and tactful manner. Ability to fairly and tactfully enforce library policies and demeanor.
5. Ability to work effectively with library staff.

PHYSICAL AND ENVIRONMENTAL DEMANDS:

Moderate lifting of library materials, hearing and speaking to exchange information in person or on the telephone, reaching overhead, above the shoulders and horizontally, walking, sitting, or standing for extended periods of time, kneeling, crouching, bending at the waist, seeing to read.

EXPERIENCE AND TRAINING GUIDELINES:

Bachelor’s Degree in Liberal Arts or a related field. MLIS strongly preferred. Three to five (3-5) years related work experience with at least two (2) years working directly with children or families; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of this position. Experience with computers, devices, and electronic reference service.