



Librarian Associate II: Youth Services Librarian

Position Description: Works directly under the general supervision of the Youth Services Manager to provide dynamic library services with an emphasis on youth in upper elementary and middle school grades.

Responsibilities and Expectations:

Youth Services Programs and Outreach

- Plans and conducts weekly and monthly programs for youth in upper elementary and middle school grades such as the Middle School Book Club and other youth events in collaboration with the Youth Services Manager
- Updates the teen webpage and creates marketing materials, including: flyers, displays, and web-based content
- Provides community outreach to local public and private schools
- Creates effective relationships with teachers and other community members directly working with youth, especially tweens
- Oversees library-related student community service projects and student volunteers as needed
- Provides storytimes and other early learning programs as needed
- Evaluates and reports on success of programs and outreach
- Adheres to budgetary guidelines; prepares invoices and submits in a timely manner
- Seeks out and follows through on grant opportunities as needed
- Availability to work some evenings and weekends

Youth Services Collection Development and Maintenance

- Develops, selects, and manages all material collections for the library's young adult sections, including: fiction, nonfiction, periodicals, DVDs, and audiobooks
- Advises on digital collections with interest to children, tweens, and teens
- Recommends other titles for purchase in relationship to youth services and patron requests
- Adheres to budgetary guidelines; prepares invoices and submits in a timely manner

General Staff Expectations:

Customer Service

- Provides accurate and consistent access to information, materials, services, and programs to patrons and co-workers in a timely manner and with a good attitude
- Makes accurate referrals to co-workers, supervisor, or other community agencies as appropriate
- Interprets policies and procedures to public in a customer-responsive manner

Circulation and Reference

- Maintains thorough knowledge of circulation system
- Maintains thorough knowledge of online and print resources
- Staffs reference desks, including children's desk, as assigned
- Reserves library materials for patrons using in-library and interlibrary loan procedures
- Trains patrons in use of automated catalog system and other library equipment available for public use
- Assists at circulation desk as needed
- Assists in directing volunteers in library procedures
- Performs circulation duties including registering patrons for new cards, and renewing materials
- Provides reference and reader's advisory service to adult and juvenile users in person and over the telephone, using materials in a variety of formats

Library Operations

- Observes safety hazards and emergency procedures
- Observes library policies
- Identifies problems and reports appropriately to Director or other PIC
- Operates all office equipment and performs necessary office procedures utilizing copier, phones, voicemail, and others as appropriate
- Operates all library equipment and performs necessary library procedures utilizing computers, DVD player, projector, and others as appropriate
- Follows all opening and closing procedures
- Performs variety of duties supporting the overall operation of the library as assigned

Professionalism

- Maintains working knowledge of materials collections, services, and programs
- Attends workshops, trainings, and conferences as appropriate
- Participates in staff development activities
- Continually strives to increase job-related skills and knowledge
- Shares professional information with co-workers

- Adheres to library standards for conduct and work performance as well as the ALA Code of Ethics and the Library Bill of Rights

Teamwork

- Works cooperatively with co-workers, volunteers, and supervisor
- Displays flexibility in working with others
- Effectively communicates with co-workers
- Takes initiative
- Makes suggestions for solutions to problems
- Participates constructively in meetings
- Recognizes co-workers and volunteers for work well done

Required Qualifications

- MLS/MLIS degree from an accredited program
- Previous library experience working with youth and their caregivers
- Experience planning and implementing programs for youth
- Two years customer service experience
- Strong computer and technology skills; experience with computer applications in library
- Strong verbal and written communication skills
- Strong in self-initiative
- Strong conflict resolution skills and ability to resolve issues using independent judgement
- Ability to work with the public in a pleasant manner

Desired Qualifications

- Ability to effectively understand information usage and access in relationship to the community
- Experience with Word Press or other website platforms
- Experience with social media platforms