

Job Title: YOUTH SERVICES LIBRARIAN

Department: Youth Services

Pay Range: \$14.50 – \$20.00 per hour

Hours of Work: 18 hours per week. Evening and weekend hours required.

Immediate Supervisor: Youth Services Coordinator

Positions Supervised: Occasional volunteers

Job Responsibilities: To provide library services to children, including reference, reader's advisory, community outreach collection development and programming.

Qualifications:

- Master's degree from an ALA accredited library school.
- Excellent technology skills.
- Good knowledge of children's literature.
- Knowledge of the fundamental principles and practices of collection development and maintenance.
- Previous professional experience preferred.

Required Knowledge, Skills and Abilities:

- Knowledge of library practices and procedures.
- Ability to maintain an organized workspace.
- Ability to conduct Internet searches, operate library catalog, navigate research databases and download e-books.
- Proficient in email and Microsoft Office products, with emphasis on Publisher, Word and Excel.
- Familiarity with tablet devices.
- Strong verbal, written, presentation, and listening communication skills.
- Ability to foster and encourage library use for all ages and reading levels.
- Experience in developing, planning and implementing programming for all ages, especially those 0-6 years

Essential Duties:

80% Reference Duties

- Assist patrons in locating appropriate library materials.
- Instruct and assist patrons in the use of public catalogs, databases, basic Internet operations ie. account log-in, applications & printing.
- Provide in-depth reference and reader's advisory service to adult and juvenile patrons.
- Assist with daily retrieval of ILL materials for SEO libraries.
- Prepare bibliographies and booklists.
- Maintain current knowledge of available sources of information and public demand of reading materials.

15% Collection Development Duties:

- Select and maintain assigned collections.

5% Miscellaneous and Special Assignments:

- Plan, prepare and present story times for children.
- Work closely with teachers, daycare operators and parents providing recreational, educational and curricular materials.
- Conduct tours and library presentations.
- Represent library to community and professional organizations.
- Provide professional assistance to Youth Services Coordinator as needed.
- Perform additional duties as assigned.

To apply send a cover letter and resume to Adria Pugh, Youth Services Coordinator, at pughad@oplin.org.

Deadline to apply: July 11, 2014