



WESTERVILLE PUBLIC LIBRARY

JOB DESCRIPTIONS

POSITION TITLE:	<i>LIBRARIAN/YOUTH SERVICES</i>
JOB CLASSIFICATION:	<i>LIBRARIAN</i>
REPORTS TO:	<i>YOUTH SERVICES MANAGER</i>
SALARY RANGE:	<i>RANGE 26 (starting at \$20.58/hr)</i>
STATUS:	<i>FULL-TIME</i>
DEADLINE:	<i>Tuesday, April 12, 2016</i>

SUMMARY OF RESPONSIBILITIES

A Librarian in the Youth Services Department has the responsibility of executing and maintaining the operation of the Youth Services Department, providing services and resources to children and young adults.

RESPONSIBILITIES TO THE PUBLIC

- Works with patrons to provide appropriate resources to satisfy their informational, educational, and recreational needs by means of reference interviews or reader's advisory services
- Assists in the development and maintenance of the juvenile and young adult print collections
- Assists in the development of a year-round programming schedule and participates in the execution of programs for the toddler through high school levels
- Responds to customer needs and deals with them in a pleasant, friendly and professional manner

RESPONSIBILITIES TO THE MANAGER

- Recommends policies and procedures to the department manager on the operations of the Youth Services department
- Prepares reports and collects data on departmental operations for the department manager
- May be asked to act in the Manager's absence

FISCAL RESPONSIBILITIES

- Assists in the coordination of budget elements for the juvenile and young adult collections
- Monitors and recommends departmental supplies and capital improvements as needed

COLLECTION RESPONSIBILITIES

- Assists in the acquisition of juvenile and young adult print materials to meet user demand and to provide informational resources
- Assists in the supervision of the maintenance, i.e., timeliness, condition, orderliness, etc., of the juvenile and young adult collections

STAFF RESPONSIBILITIES

- Keeps Manager informed on departmental practices and potential problem areas
- Represents Youth Services department on various library committees

PUBLIC RELATIONS RESPONSIBILITIES

- Assists in maintaining contact with and providing services to local organizations and educational groups serving children and young adults
- Assists in the provision of programming and bibliographic data to the Marketing department for media releases and promotional materials

PROFESSIONAL RESPONSIBILITIES

- Participates in professional library organizations on the national and state levels and assists organizations with presentations and information sharing
- Keeps current on technological advances, innovative services and procedures, and current resources through professional readings

PLANNING RESPONSIBILITIES

- Assists department manager in long range departmental planning and program development

POSITION REQUIREMENTS

- MLS Degree from an ALA accredited institution
- Two years experience in a public library setting
- Must demonstrate an interest in and a genuine desire to serve children and young people
- General knowledge of library principle, practices, technology, and procedures
- Ability to deal effectively and courteously with the public
- Excellent oral and written communication skills
- Ability to work effectively in a participative management setting
- Must possess a positive attitude and be committed to quality customer service
- Must possess physical stamina to lift, bend, stand and walk

For application and other details see the Westerville Public Library website Careers page at <http://www.westervillelibrary.org/careers>

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