



Westerville Public Library

## ***Job Description***

<b><i>POSITION TITLE:</i></b>	Youth Librarian
<b><i>CLASSIFICATION:</i></b>	Librarian
<b><i>REPORTS TO:</i></b>	Youth Services Manager
<b><i>DIRECT REPORTS:</i></b>	None
<b><i>SALARY RANGE:</i></b>	26 (starting at \$20.58/hr)
<b><i>STATUS:</i></b>	Full-time (40 hrs/week); Non-exempt

### **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**

- 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 of a year-round programming schedule and participates in the execution of programs for the toddler through high school levels
- Assists department manager in long range departmental planning and program development
- Responds to customer needs and deals with them in a pleasant, friendly and professional manner
- 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
- Assists in the acquisition of juvenile and young adult print materials to meet user demand and to provide informational resources
- 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
- Keeps current on technological advances, innovative services and procedures, and current resources through professional readings
- May be asked to act in the Manager's absence

### **POSITION REQUIREMENTS**

- MLS Degree from an ALA accredited institution.
- Two years' experience in a public library setting.
- General knowledge of library principles, practices, technology, and procedures.
- Ability to deal effectively and courteously with the public.

- Ability to use innovative, creative and artistic talents in developing programming and outreach.
- 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 demonstrate an interest in and a genuine desire to serve children and young people.
- Must possess physical stamina to lift, bend, stand and walk.

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

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