



## Job Opportunity – YOUTH SERVICES DEPARTMENT

### JOB CLASSIFICATION

Teen/YS - Associate II or Librarian I/ II (DOQ)

Pay: \$12.57 or \$16.50

40 hours per week

### MINIMUM QUALIFICATIONS:

ALA accredited MLIS; Applicants currently enrolled in the MLIS program will be considered. Ability to: read and write effectively, and communicate in both written and oral form; work extensively with electronic resources and story hour programming. B.A./B.S. with education degree or related child education field; and experience working with children in an institutional setting highly desirable. The successful candidate must be able to meet and serve the public in a positive and pleasant manner, have an interest in books, media and software, and possess basic acquisition, circulation, statistical and inventory routine skills. An individual who may pose a direct threat to the health and or safety of himself/herself, staff, trustees or public will be considered not qualified for this position.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of library practices and procedures; ability to communicate effectively (oral & written). Must be able to work efficiently and effectively with the library's computer resources. Use training to implement various programs prescribed by Head of Youth Services. Ability to foster and encourage library use for all ages and reading levels of youth; teens in particular.

Valid Ohio driver's license, acceptable motor vehicle record, and continuous insurability required.

RESPONSIBILITIES: Under general supervision of Head of Youth Services, conducts general reference work, participates in youth materials selection and collection maintenance, prepares bibliographies and promotional materials, uses training to implement various programs as prescribed by Head of Youth Services. Conducts story times and other programs geared towards children and teens, performs various administrative duties. Exercises moderate judgment in work, within established policies and regulations. Works with minimum supervision. Evening and weekend hours included.

### TYPICAL DUTIES:

- Develops and implements programming for children and teens.
- Works closely with teachers, day care operators, and parents providing recreational, educational, and curricular materials.
- Performs in-depth reference service.
- Conducts tours and library presentations.
- Represents library to community, media, and professional organizations.
- Assists patrons in locating appropriate library materials.
- Instructs and assists in the use of public catalogs, computers, and indices, and online resources.
- Organizes and supervises maintenance of special files.
- Prepares bibliographies, book lists and computer aids.
- Implements library policies and collects library statistics.
- Participates in professional, cooperative, and community organizations.
- Assists in collection development.
- Maintains current knowledge of available sources of information and public demand for materials.
- Conducts inventories of materials as required.
- Alerts supervisor to problems encountered in routines of work.
- Works knowledgeably with bibliographic information for all forms of library media.
- Substitutes at Branch libraries and assists with Branch delivery when needed.
- Performs other related duties as required.

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