



Job Title: Youth Services

Effective Date: February 2020

Classification: Public Librarian I

Salary Range: Salaried position

Schedule: Full-time at 40 hours per week including days, evenings and weekend hours as assigned. Shifts may rotate from week to week.

Performance Standards: Exhibits commitment to excellence in professional library services. Provides excellent services to patron of all ages, practices positive public relations and performs duties in a friendly and courteous manner. Maintains professional, businesslike behavior and appearance. Demonstrates understanding of basic library routines and adheres to Library policies and procedures. Cooperates with other staff, promotes teamwork, shares information and resolves conflict. Demonstrates adaptability to Library needs. Proactively supports the Youth Services Manager in all aspects of services to youth and families.

Position within the library organization: Professional position primarily in public service at the reference desk at Main and/or branch library, with a focus on services to tween and teen.

Purpose of position: Responsible for providing information services to adults and youth, including reference, circulation, reader's advisory services, youth and family programming, and outreach. Develops collections in specified library departments. Performs Person-In-Charge duties when needed.

Reporting Relationships:

Reports to the Youth Services Manager

Supervisory responsibilities:

1. Hiring/firing: Makes recommendations to supervisor on programming contractors
2. Training: Assists with the training of Reference Assistants and Volunteers when needed
3. Work Review/Revision: Supports department in planning and providing information services throughout the organization
4. Evaluation: Participates in peer and management evaluation procedures
5. Discipline and Counseling: none

Duties:

The following responsibilities are intended to provide an overview of duties associated with the position, not an exhaustive list of specific requirements. Employees will be expected to perform related duties associated with the purpose of their position not described here.

Reference Duties:

Assists patrons in locating appropriate library materials
Instructs and assists in the use of public catalogs and indices
Performs basic to intermediate Reference service in person, by telephone and via email
Performs in-depth reference transactions/research projects if needed
Prepares Bibliographies and suggested book lists, with a focus on tween and teens

Youth Programming:

Plans and carries out age-appropriate, entertaining, and/or educational programs for youth and families at Main and/or Raymond Branch, under the supervision of the Youth Services Manager
Builds good rapport with youth and families and stays abreast of current trends and popular culture specific to the age groups
Conducts tours and library presentations as directed

Outreach:

Plans and carries out outreach programs especially to tweens and teens.
Advises and Assists in evaluation of outreach ideas
Pursues training in outreach areas

Collection Development:

Maintains current knowledge of public demand for reading materials
Suggest materials for purchase for designated area based on reference and reader's advisory needs and professional reviews to the Youth Services Manager
Conducts weeding, and evaluation of materials in designated area as directed

Administrative and Circulation Duties:

Monitors supplies for youth programs and reports needs to appropriate personnel
Gathers data on programming outcomes as directed
Prepares monthly and yearly reports as requested
Charges and discharges library materials, as necessary
Answers telephone, as necessary
Maintains book displays, bulletin boards, and other duties as needed
Acts as Person-In-Charge when needed

Professional Development:

Participates in Professional Development opportunities when directed
Participates in appropriate Ohio Library Council division activities as directed
Monitors journals, electronic discussion groups, websites and other organizations to keep current with trends in reference, technology and youth services fields
Pursues training in appropriate technology, library, and management areas at library expense

Knowledge, Skills and Abilities*Basic Competencies:*

Knowledge of modern principles and practices of library reference and youth services
Skill in research techniques using both print and electronic resources
Skill in conducting effective reference interviews and providing superior customer service
Ability to plan and work independently
Ability to work in a team environment
Sound judgment and strong professional ethics

Special Competencies:

Ability to think, act, and solve problems creatively
Skill in Microsoft Office applications
Skill and ability to learn and use new technologies
Skill in use of reference databases and a wide variety of online information sources
Ability to exercise tact and courtesy with people of all ages
Ability to obtain notary public seal and perform notary duties

Education and Experience*Required:*

MLS or MLIS from an ALA-Accredited program. Experience in customer service, working with youth and families and using technology.

Desired:

B.A. in Education or related field. Library, youth, or technology training. Interest and expertise in children's literature, literacy, and technology. Experience in oral interpretation of literature or performance.