

**Madison County Public Library**  
**Job Description (May 2018)**  
**Youth Services Librarian**

**General Statement of Duties**

The Youth Services Librarian is responsible for all aspects of service within the Youth Services Department, in accordance with the library's strategic goals and priorities. Duties include planning and implementing programs for children from birth through high school; collection development, including selection of materials, acquisitions, and collection maintenance; seeking out, developing and maintaining community partnerships; coordinating and collaborating with other library departments; and direct supervision of the Youth Services Assistant.

**Supervision Received**

The Youth Services Librarian is under the supervision of the Public Services Manager, and supervises the Youth Services Assistant.

**Essential Duties**

**Programming:**

- Develop, plan, and present creative, educational, and entertaining programs and special events for youth of all ages, including programs for babies, toddlers, preschoolers, elementary age children, and teens.
- Seek out performers and special program facilitators.
- Collaborate with both community organizations and other library departments.
- Coordinate programming with the library's strategic goals as assigned.
- Maintain monthly programming statistics and an annual programming budget.

**Collection Development:**

- Select and acquire materials using professional journals, web materials and other sources to provide a current collection in accordance with library goals and strategic objectives.
- Complete regular collection maintenance through weeding and updating.
- Manage materials budget for children's and young adult collections.
- Maintain visually appealing and displays that promote the collection.
- Possess an awareness of current trends in youth literature, as well as the ability to develop a collection reflective of community diversity.

**Community Partnerships:**

- Actively seek out relevant community organizations with which to partner, in accordance with library goals and strategic objectives.
- Engage regularly with community organizations, schools, and groups whose primary purpose is to serve children and families.

**Other Duties:**

- Directly supervise the Youth Services Assistant, through regular training, mentoring, coaching, and evaluating.
- Foster an environment in line with the library's customer service ethic.
- Perform basic circulation duties.
- Respect the facility and work environment by keeping work area neat, handling cleanups, and reporting maintenance issues promptly and appropriately.
- Attend trainings and professional development activities.
- Additional duties as required.

**Required Knowledge, Skills, and Abilities**

This person must be able to:

- Plan, organize, and coordinate departmental activities.
- Supervise, mentor, and evaluate staff.
- Establish a positive working relationship while respecting the diverse culture and experience of customers and library staff.
- Have knowledge of child development, children's literature and the available library materials and services for children, parents and educators.
- Speak in front of large and small groups.
- Communicate effectively in both oral and written form with customers and staff.
- Follow oral and written instructions.
- Use music, movement, and props to enhance storytelling.
- Think creatively and see a wide range of uses for common objects.
- Exhibit flexibility and a willingness to work in a dynamic, busy, and changing environment.
- Create an environment in which youth are engaged in library services.
- Possess a working knowledge of current technology, as well as the ability to implement new and trending technologies.
- Maintain a budget, as well as programming and circulation statistics.

**Minimum Experience, Education, and Training**

- College degree required; Master's Degree in Library Science or a related field preferred.
- At least two years supervisory experience preferred.
- Must possess prior professional experience working with youth in a group setting.

**Physical Characteristics**

- Sufficient powers of speech, hearing or other common capabilities, with or without reasonable accommodations, to enable the employee to communicate effectively.
- Sufficient vision or other powers of observations, with or without reasonable accommodations, to enable the employee to review a wide variety of materials in both electronic and hardcopy format.
- Sufficient manual dexterity, with or without reasonable accommodations, to enable the employee to function in a general office environment.

- Ability to reach above the head and below the knee to retrieve shelved items and access electrical outlets.
- Ability to push/pull book truck of up to 50 pounds.
- Mobility necessary to bend, stretch, move quickly, jump, climb a ladder, crawl, and perform other moderately strenuous physical activities for a minimum of 2 hours.
- Ability to lift up to 20 pounds and handle books and materials.
- Ability to pack and unpack boxes.

#### **Other Characteristics**

- Full-time employees must have the ability to be certified at the Library Experience level within 5 years of employment.
- All employees must satisfactorily pass a background investigation.
- Ability and willingness to attend conferences and stay overnight as needed.

#### **Work Devices**

- Cash register
- Computer, barcode scanner and other peripherals
- Copy machine
- Fax machine
- Book cart
- AV equipment
- Multi-Line telephone
- Calculator or adding machine
- General office equipment

#### **Work Environment**

- Inside work environment with occasional outside work
- Climate-controlled
- Barrier-free buildings with a possible need to visit limited access buildings in our communities for programs or for meetings.
- Exposure to dust and mold
- Exposure to noise
- Exposure to ink on printed page
- Exposure to chemicals
- Exposure to disease

This position is a 40 hour per week, full-time position with some evening and weekend work. The changing nature of this job means that this description may be amended at any time.