

Identification

Position Title: YOUTH LIBRARIAN
Department: LIBRARY
Immediate Supervisor: LIBRARY DIRECTOR
Classification: FULL-TIME, HOURLY
Salary: \$30,000-\$40,000

Job Summary

Plan and implement Library programs for children and teens and their caregivers. Manages children's and young adult collection.

Job Scope

Work with local schools and daycare providers in identifying curricular needs of students in the area and ways the Library can assist. Work closely with the Library Director in relation to budget.

Essential Job Duties and Responsibilities

Plan, promote and implement pre-school storytimes, children and teen book discussion groups, after-school activities, and summer reading programs. Select, order, and weed children's materials. Prepares brochures, news releases, posters, website updates, and other public relations materials to promote library services. Will do interlibrary loan, cataloging of materials, outreach services and volunteer coordination as needed. Other duties as assigned.

Physical and Environmental Conditions

Ability to transport self from building to building and attend various functions of the City and its supporting agencies within or outside the City. Must be able to lift 25 pounds. Must be able to communicate with patrons in person and over the phone.

Minimum Education, Experience and Certification

Associates, higher degree in child development or equivalent experience in education, library science or related field required. Experience working with children in a structured setting required. Experience in library work greatly desired. Certification required within 2 years of hire.

Knowledge, Skills and Abilities

Must be familiar with child development and children's literature. Must be able to meet and deal with the public in a pleasant, courteous and professional manner. Must be able to use a computer, be aware of current literary trends and issues of library-information policy, be willing and able to make presentations before community groups, and be able to work evenings, weekends, and summers.

Revised 4/18