

Youth Librarian: Adult, approx. 20 hours/week, plan and execute pre-K through teen programs, assist with general library duties and general library planning. Good computer skills are beneficial. Work schedule and salary TBD, with some evenings and Saturdays. Full job description and application at the Kimball Public Library, 208 S. Walnut or download and bring it in.

<b>Job Title:</b>	YOUTH SERVICES LIBRARIAN	<b>Grade Number:</b>	8
<b>Department:</b>	Kimball Public Library	<b>Date Modified:</b>	10/12/2020

This is a Non-Exempt position under the FLSA guidelines.

**General Purpose:**

Plans, executes and supervises library programming for pre-school, elementary, and young adult library users (youth); participates in short and long range planning for youth library programs; coordinates activities with staff; and assists youth in the selection and use of library materials. Covers circulation desk as needed, as well as other related library duties.

The work requires that the employee gain considerable knowledge, skill and ability in every phase of the public library field, particularly as it relates to youth library services.

**Essential Duties and Responsibilities:**

**SUPERVISION RECEIVED:**

Works under the general supervision of the Library Director within general procedural and policy guidelines.

**SUPERVISION EXERCISED:**

Oversees temporary staff, interns, others as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- directs and supervises the operations of the youth library service, oversees and coordinates with other staff when required;
- coordinates youth service operations with other library services and functions, develops programs and services to meet specific needs of children;
- provides reference service to youth and teachers and provides reader's advisory service;
- evaluates materials and services and assists in the selection of materials for library acquisition;
- assists in promoting library use with the Community Needs Plan and the Technology Plan goals in mind, especially programs and services of the children's service;
- monitors the conditions and the security of the youth collection and area; and
- assists in drafting youth library service policy, as assigned.

**PERIPHERAL DUTIES:**

- answering phones, running errands, picking up supplies needed for activities, preparing bulletin boards and displays, making posters/flyers, making arrangements for use of library facilities, setting up furniture and equipment for public use;
- assists patrons in the selection of library materials, reference guidance and checking out materials; and
- assist other staff in the performance of their duties as needed.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS:**

- **Education and Experience:**
  - High school diploma required,
  - Bachelor's Degree preferred and/or related library experience, and
  - possess a solid general education.
  
- **Necessary Knowledge, Skills and Abilities:**
  - knowledge of:
    - the principles and practices of public library functions,
    - knowledge of the needs and abilities of children and the available library materials and services and awareness of current trends and issues affecting youth,
    - knowledge of available Internet services and programs for youth.
  - above average oral and written communication skills,
  - ability to:
    - administer the activities of a children's library service;
    - supervise the work of others;
    - develop short and long-term development and operations plans and programs;
    - make decisions in an environment of limited resources and competing claims;
    - establish and maintain effective working relationships with staff and associates, officials of other agencies and the general public;
    - deal effectively with parents, teachers and school principals;
    - proficient in the use of the computer, especially with regards to web and bibliographic resources; and
    - keep patron information confidential.
  - highly self-motivated, creative and flexible with the ability to prioritize tasks and work independently;
  - coordinates program planning with school librarians to ensure complementary services to students;
  - serves as liaison to other community agencies serving children;
  - prepares materials to publicize the services and resources of the Youth Department;

- prepares regular reports for the Library Director;
- attends meetings and participates in professional library organizations within the financial means of the library department;
- willingness and ability to participate in continuing education with library certification programs;
- prepares reading lists for school and community distribution; and
- performs duties in other library divisions and participates in library special projects as needed.

**SPECIAL REQUIREMENTS:**

- Scheduled work hours include evenings and Saturdays and attendance at required city workshops and safety trainings.
  
- Library employees can be members of the Friends of the Library group but cannot serve as an officer on the board.

**TOOLS AND EQUIPMENT USED:**

- Typewriter, personal computer, including word processing, spreadsheet and data base software, 10 key calculator, phone, copy machine, fax machine.

**PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  - regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit;
  - ability to operate a keyboard at efficient speed;
  - ability to operate typical office equipment, including computer hardware;
  - physical ability to lift library materials (25#) and push fully loaded carts of library materials;
  - regularly required to talk and/or hear; use hands to operate objects, tools, or controls; and reach with hands and arms;
  - vision and hearing at or correctable to "normal ranges";
  - occasionally required to attend off-site meetings; and
  - occasionally exposed to outside weather conditions.

**WORK ENVIRONMENT:**

- The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is generally quiet. May be exposed to dust, fluctuation of inside temperatures and electro-magnetic radiation as in a computer screen.

**SELECTION GUIDELINES:**

- Formal application, rating of education and experience, oral interview and reference check; job related tests may be required; and
- Must pass criminal background check and pre-employment drug screening.

*This job description is not, nor is it intended to be a complete statement of all duties, functions and responsibilities which comprise this position.*

Reviewed By:	Library Board	Date:	10/12/2020
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