

City of Lewistown  
Lewistown Public Library  
**Youth Services Librarian**

**JOB TITLE:**

**(Youth Collection Development & Management, Youth Outreach, Youth Related Reference)**

**Supervision:** Under the general supervision of the Library Director

**Wage:** \$17.25 per hour

**Hours:** 25-40 hours per week, willing to consider flexible hours

Collective bargaining membership is required

Probation period of 6 months

**Position Overview:** A Youth Services Librarian performs professional library functions requiring specialized knowledge and expertise in all areas of public library services especially those areas relating to toddler, school aged children, young adults; parents, caregivers and educators. This position focuses on management of the Youth Services department, development and management of the youth collections, youth related community outreach and youth related reference responsibilities. The Youth Services Librarian acknowledges and accepts the Library's Code of Service, upholds Montana's confidentiality laws and maintains the integrity of the Lewistown Public Library.

**Principle Job Duties (not all inclusive):**

**General:**

- Aspires to help patrons to become lifelong library users by introducing them to the wealth of library resources and enables them to use library services effectively.
- Assists patrons in locating needed resources in all formats and provides assistance for Internet usage and computer programs within the Library.
- Provides Reader Advisory and basic instruction for all ages, as requested, for print materials, Internet usage and computer programs.
- Sustains the dignity of patrons by giving them correct, non-judgmental and complete responses to their informational needs. Provides help where needed and respects patron's right to browse.
- Interprets and applies typical library search strategies.
- Informally assesses the community regularly to identify community needs and preferences.
- Composes bibliographies, book reviews and press releases as requested.
- Consults with peers on library matters, this may include staff meetings, workshops, Wired Montana listserve, other library listserves, professional gatherings and other resources.
- Keeps current on new library materials and technologies.
- Prepares correspondence/documentation on procedural or informational matters as needed or requested.
- Keeps Director informed as to project progression, needs and outcomes.
- Collects data and compiles reports as requested.
- Maintains and manages technological equipment (photocopier, printers, AV equipment, computers and reader/printer) requiring minimal servicing and accountability within the library, may train other staff on the use of this equipment as requested.
- Handles monetary payments for fines, donations, ILL, etc.
- Enforces library rules for the protection of library patrons and property.
- Helps to maintain a neat, clean, functional and inviting library. Provides a welcoming and safe atmosphere.
- Participates in circulation tasks, which may include checkouts, record keeping, opening and closing routines, reserves, sorting mail and other tasks associated with circulating materials.
- Plans, implements and follows through with procedural and informational duties and assists with library promotion and marketing as assigned.
- Assists the public, on the phone or in person, on the use, availability and status of library materials.
- Interacts with customers and staff in a courteous and professional manner and attempts to defuse and/or resolve potentially volatile or sensitive situations to ensure quality customer service.
- Recommends books and other materials to be purchased for the collection.
- Performs supervisory and professional duties requiring adherence to standards of accuracy, timeliness, tact and confidentiality.
- Participates in continuing education programs related to library services and pursues Montana Library Certification.

**Specific Priorities May Include:****Youth Services Area Responsibilities:**

- Responsible for the Youth Services Department. Plans, organizes and implements services and materials for youth, ages pre-school through high school, educators, parents and teachers, to instill a life long love of reading and learning.
- Maintains direct contact with community resource people so that children and adults working with children can be referred to appropriate sources of assistance. Knowledge of the community and client group is obtained through regular assessment
- Provides Reader Advisory for print, Internet sites and computer programs, specifically appropriate to reading level and interest for all ages.
- Provides educational support to school age children (home school, public and private classrooms) and educational organizations.
- Composes bibliographies, book reviews, book-talks, library displays, press releases and other special tools to increase access to library resources, motivate their use and promote reading and library programs.
- Provides Library tours, special story times and book talks.
- Provides instruction on library skills, research skills and usage as needed.
- Gathers materials for teachers' and classroom use as requested.
- Maintains an attractive and functional youth area.
- Provides research and assistance for homework assignments and individual pursuits, via the physical collection, Internet sources and Interlibrary Loan.
- Plans, prepares and implements regular pre-school story times that may include crafts.
- Plans, prepares and implements programs for older youth.
- Manages the youth area computer lab, word processing, computer usage, Internet access and search strategies.

**Youth Collection Management Responsibilities:**

- Researches, evaluates, and manages the youth collections by reviewing, selecting, ordering, weeding and maintaining all of the Youth Services materials. May recommend library materials for the main collection.
- Determines reading and interest levels and placement within the collections.
- Considers the opinions and requests of patrons in the development and evaluation of youth library services.
- Assesses the best possible access to the collection by users.
- Coordinates the youth area with the adult areas to meet the needs of users.
- Supervises the youth magazine collection.
- Appraises and evaluates gift items to maximize the benefit to the library's youth collection.

**Reference Responsibilities:**

- Performs professional support service for patrons by undertaking difficult and complex informational and reference searches.
- Assists youth in the use of the library, providing information services via the reference interview in person, by phone or through the Internet.
- Understands and applies search strategies age appropriate to the critical thinking processes of children, to give youth access to information from the widest possible range of sources—children's and adult reference works, catalogs, indexes, electronic database searching, interlibrary loan, information and referral files, and /or referral to other agencies for reference information.
- Manages the youth reference acquisitions with assessment, selection, evaluation, ordering, purchasing and weeding of the materials.
- Prepares documentation on procedural or informational matters especially related to the youth area and keeps the Director informed as to programs, activities and needs.

**Community Outreach Responsibilities:**

- Provides offsite school programs, such as storytelling and book talks, assemblies and classroom and teacher visits.
- Plans, prepares, promotes and implements a summer reading program. Actively participates in pursuing alternative funding sources to help fund the youth outreach programs and purchases materials needed.
- Designs, develops, implements, and budgets other youth outreach programs for the Library.
- Promotes the Library through media sources regularly.
- Coordinates youth outreach programs with agencies being served.
- Consults and collaborates with peers in order to plan and develop youth outreach programs appropriate for the Library.
- Collects and compiles statistical data and pertinent reports about the youth outreach programs.
- Collaborates with Director about the direction and scope of the youth outreach program and keeps the Director informed about the programs.

**Other Assigned Duties May Include:**

- Serving as backup person for director and other areas within the Library.
- Other duties as assigned.

**SUPERVISION:** Under the general supervision of the Library Director.

**RESPONSIBILITY FOR WORK OF OTHERS:**

May supervise Library Staff when they are assisting with the essential duties in the Youth Services Area and/or when acting as director. May supervise volunteers or community workers as appropriate.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Required: a Bachelor's Degree with some course work in library science; some experience in a library or teaching environment. A Masters in Library or Information Science degree with emphasis upon youth services is preferred; Essential Skills/Abilities: demonstrates knowledge of child development and the reading acquisition process; knowledge and appreciation of children's and young adult literature, audiovisual materials, computer resources, and other materials that constitute a balanced, relevant youth collection; knowledge of reference materials and other library resources which may serve the needs of children and their care givers; demonstrates good interpersonal skills in meeting with children, parents, staff, and community; demonstrates good active listening skills. Must be an effective and capable public speaker. Must be able to conduct multiple age story times or programs with sensitivity to the various needs of the audience and with age appropriate materials and activities.

A basic knowledge of library standards and rules such as USMARC and AACR2 is essential. Must be familiar with library tools for evaluating, acquiring and maintaining library collections. Must know how to use Online Public Access Catalog, electronic resources and other information technology sources to meet typical library needs. Must demonstrate the ability to conduct a reference interview and be able to answer reference questions with authority and tenacity to meet patron needs.

Must have skills in operating personal computers, automated information databases, database creation, word processing, spreadsheets, and electronic software. A working knowledge of office procedures is desirable.

The position requires a commitment to service excellence; the ability to see the big picture of the Library; the ability to work well with others in a team; the ability to provide leadership and plan, prioritize and focus on what is critical; commitment to lifelong learning; recognition of the value of professional networking; and the ability to remain flexible and positive in a time of continuing change.

**Working conditions and physical demands:**

Physical requirements include ability to move around the facility, walk, sit, bend, climb, kneel, carry and stoop; Ability to use hand and finger motion with enough manual dexterity to use computers and handle library items; Lift up to 25#, or greater with assistance; and perform other efforts as identified with normal library work; must have the ability to communicate with patrons effectively; having the ability to talk with clarity, and be able to listen to patrons accurately; Must have specific vision abilities (adjusted) that include close and distance vision with good depth perception; reasonable accommodations may be available; Typing ability and computer skills are essential. Duties are performed in surroundings where undesirable physical conditions and hazards are minor and controllable.