

Job Description: Youth Services Librarian

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, and young adults, as well as parents, caregivers and educators. This position focuses on management of the Youth Services department, development and management of the youth collections, development and implementation of youth programming, youth related community outreach and youth related reference responsibilities. The Youth Services Librarian also assumes the role of Acting Director in the event of a Director's absence or during an emergency situation.

This is a "non-exempt" position within the City of Lewistown. The Library typically has a non-traditional work schedule and hours may include evening and weekend hours as part of the workweek. All library employees must acknowledge and accept the Library's Code of Service, uphold Montana's confidentiality laws, and maintain the integrity of the Lewistown Public Library.

JOB DUTIES

Position description

- Responsible for implementing Board-developed procedures to develop, maintain, and assess the Youth Collection.
- Responsible for designing and implementing programs for youth ages 0-18, including the Youth Summer Reading Program and weekly programming. May also develop programming for adults as requested by the Director.
- Maintains contact with other community resource professionals so that children and adults working with children can be referred to appropriate sources of assistance.
- Coordinates educational opportunities with local schools, daycares, and homeschooling groups.
- Completes supplemental training in education and child/youth development to better manage the collection and programming.
- Can perform all the tasks required of a Library Assistant I, II, or III and may train other staff members to perform tasks required of a Youth Services or Library Assistant I, II, or III position.
- Trained in all short-term procedures necessary to operate the Library.
- Second in command to the Director and responsible for Library operations during the Director's absences or in an emergency.

Examples of specific job duties:

Collection Development Responsibilities

- Manages item procurement through multiple vendors, consults professional reviewing and publishing sources to develop orders, handles patron requests for materials, maintains periodical subscriptions, and assesses donations of items for the Library.
- Evaluates collection(s) in reference to state-wide analytics programs, digital catalog reports, and similar resources.
- Catalogs materials according to established library standards (e.g. MARC 21, OCLC, and MSC formats); can create original records and modify existing ones as necessary.
- Classifies materials using the Dewey system and local guidelines; constructs call numbers accordingly.
- Uses professional resources and publishing guidelines to determine reading and interest levels, include supplemental information (e.g. AR points) and decide on item placement within the collections.

- 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.
- Works with sharing groups such as the Montana Shared Catalog to develop and implement circulation policies and procedures in coordination with the Director.
- Configures and maintains specialized library software, including digital catalogs and online resources and reference databases.
- Stays up to date on specialized training in cataloging and collection maintenance from the Montana State Library and other professional organizations.
- Collaborates with Director about the direction and scope of the youth outreach program and keeps the Director informed about the programs.

Program Sector Responsibilities

- Plans, organizes and implements services and materials for youth (0-18), educators, and caregivers in order to encourage a life-long love of reading and learning.
- Maintains direct contact with community resource agents or groups so that children, caregivers, and educators can be referred to appropriate sources of assistance.
- Regularly assesses community needs related to education, youth services, and caregiving.
- Maintains and structures the non-print segments of the youth section (e.g. shelving, storytime areas, toys, craft resources and spaces, technology).
- Provides educational support to children, their caregivers, and educational institutions through reader advisory and reference services for both print and digital materials; instruction in library use and research skills; and resource development as requested by teachers and other educators.
- Maintains relationships with outside organizations to promote and develop programs, create publicity, and plan events.
- Submits purchase orders and writes grants for the Youth department.
- Maintains specialized reports, statistical and data analyses, and other information regarding collections and programming.
- Plans and implements storytimes for multiple age groups, regular educational programming for children (e.g. monthly class visits from local elementary schools), and recreation-based programs for youth.

Other Responsibilities

- Develops reports and training materials for other members of staff, the Director, and other organizations.
- Assists in the development or revision of Library policies and procedures.
- Helps with the budgeting process for specific areas of the Library.
- Other duties as assigned.

SUPERVISION

Under the general supervision of the Library Director.

RESPONSIBILITY FOR WORK OF OTHERS

May supervise others as requested by the Director or when acting as Director.

KNOWLEDGE, SKILLS AND ABILITIES

This position requires a Bachelor’s Degree with some course work in library science, as well as some experience in a library or teaching environment. A Masters in Library or Information Science with emphasis in youth services is preferred. Must be familiar with library tools for evaluating, acquiring and maintaining library collections. Must have skills in operating personal computers including accessing and maintaining digital

catalogs, database use, word processing, spreadsheets, and electronic software. A basic knowledge of library standards and rules is essential. Must know how to use WorkFlows, electronic resources and other information technology sources to meet typical library needs. Must have skills in operating personal computers, running analytics, accessing databases, word processing, spreadsheets, and electronic software. Must have the leadership capacity necessary to manage the Library in the Director's absence.

A Youth Services Librarian must demonstrate knowledge of child development and the reading acquisition process; be familiar with diverse digital and print resources for children and young adults; maintain knowledge of reference materials and other library resources which may serve the needs of children and their care givers; demonstrate good interpersonal skills when meeting with children, parents, staff, and the community; conduct story times and programs for a variety of ages with sensitivity to the varying needs of participants; and be an effective public speaker.

This position requires a commitment to customer 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 development and 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, stoop, carry and stoop; use hand and finger motion with enough manual dexterity to use computers and handle library items; lift up to 25#, or greater with assistance; perform other efforts as identified with normal library work; have the ability to communicate with patrons effectively; speak with clarity and listen to patrons accurately; typing ability and computer skills are essential.