

“To Inform, Enrich & Empower”
Jasper County Public Library
Job Description

Title: Youth Services Librarian

Classification: Librarian 1

Branch/Department: DeMotte Library

FLSA: Non-Exempt

Reports to: Branch Manager

General Summary:

Directly contributes to the accomplishment of the Library's mission through inspirational, proactive leadership of the Youth Services Department. Applies collection development skills to develop appealing, diverse & current Juvenile/Young Adult collections. Applies knowledge of the community *and* awareness of programming resources to develop fun, interesting & educational programs for juveniles and young adults. Assumes the duties and responsibilities of the branch manager in his/her absence.

Primary Responsibilities and Duties:

Essential Functions:

- Assumes the duties and responsibilities of the branch manager in his/her absence.
- Using both print and online resources, provide Reference and Reader's Advisory Services in support of total library needs of children and young adults and in support of adults using the children's or young adult collections. Also provide Reference and Reader's Advisory Services in support of the adult collection as well
- Provides bibliographic instruction for both print and online resources
- Oversees the development of juvenile and young adult collections (selection, maintenance and weeding)
- Oversees the development of juvenile and young adult programming (planning and implementation)
- Oversees the development of promotional materials/displays for the Youth Services Department
- Coordinates activities of Youth Services Assistants and other staff in support of youth services (in consultation with Branch Manager)
- Acts as an outreach liaison between local schools and other agencies
- Responsible for the hiring, training, supervision and evaluation of Pages.
- Serves on the management team to further system goals
- Assist patrons in computer use
- Development of bibliographies for children and young adult collections
- Develop and maintain a yearly program schedule for all children's and YA programs
- Develop and maintain programs with community partners (market in the park, preschool visits, school visits, etc)
- Serves on special committees
- Must adhere to library Internal Control Standards

Other Duties:

- Circulation duties as needed
- Post on social media
- Daily income reports and deposits
- Special tasks as assigned by supervisor
- Tally statistics for monthly reports (program reports)

Knowledge, Skills and Abilities Required:

Minimum Education: Bachelor's Degree from an accredited college or university and Indiana Library Certification; responsible for Youth Services

Minimum Experience: Two years of experience working with children; one year of supervisory experience preferred

Certification, Licensure, Registration: Indiana Librarian Certificate 4 (LC4) or ability to obtain within two years

Contact with Others: Must demonstrate ability to supervise others, perform tasks while remaining attentive to patron needs, approachability, ability to work well with youth of all ages, teachers, parents, and co-workers, provide instruction for both print and online resources, provide group presentations, demonstrate sensitivity in responding to questions of an emotional or personal nature, demonstrate non-judgmental attitude toward reference questions *and* reading preferences, ability to provide information without offering advice, to remain calm and composed when dealing with difficult situations, to work as a team member, and willingness to support the fundamental principles of library services such as: open access to library materials in any format to people of all ages; the Library's obligation to provide materials representing a variety of viewpoints; a patron's absolute right to privacy in dealings with the Library and with respect to records maintained by the Library

Mental/Analytical Demands: Must demonstrate attention to detail, be able to successfully handle multiple responsibilities/deadlines, make independent decisions, analyze the juvenile and young adult collection for selection and weeding decisions, demonstrate advanced knowledge of youth resources/programming, ability to conduct a successful reference interview and reader's advisory interview with effective, efficient search techniques, ability to learn the use of general office equipment.

Working Conditions:

Physical Requirements: Ability to read aloud in a clear and easy to understand manner. Ability to travel in a timely manner between branches or to locations away from the library for outreach programs and other library services. Ability to move in a timely manner throughout the public services area of the library. Must be able to perform circulation desk duties for a minimum of four hours per day. Performs bending, squatting, kneeling and reaching from floor level to 6 feet in height. Routine lifting of library materials up to 20 pounds.

Working Environment: Constant Public Contact. Highly computerized workplace. Evening and Saturday work required.

Equipment Used: Basic knowledge of General Office equipment (computers, copiers, fax machine, scanners/printers, cash register); audiovisual equipment (LCD projector); E-devices and iPads

General Statement:

The above primary job duties and responsibilities describe the level and nature of work performed by employees assigned to this job. The description should not be construed as an exhaustive listing of all job duties and responsibilities performed by this job.

Jasper County Public Library is an equal opportunity employer.

Effective Date: 8/05; revised 3/25