

Position Purpose:

The employee performs professional librarian tasks providing general assistance to library patrons related to the daily operation of the library. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Develop and carry out children's programs for all ages; compiles monthly, quarterly, semi-annual and annual statistics relating to library activities. Plans and conducts story hours, craft days, book clubs, films, summer reading programs and other activities for children of varying age levels and their caregivers. Orders supplies for programs. Develops press releases and other promotions for children's services. Maintains attendance statistics for youth programs.
- Responsible for collection development, weeding, and budget for children's services. Analyzes reader needs to develop collection to address such needs. Responsible for the development, maintenance and review of the youth library collection; evaluates the collection for balance and comprehensiveness; coordinates and implements the selection, ordering and removal of library materials from the children's and young adult collections.
- Provides information and assistance to library patrons; utilizes automated system, new technologies, electronic equipment and on-line resources in the performance of duties. Assists readers in location of books, periodicals, and other materials in person and over the telephone. Register borrowers and charges/discharges books in accordance with department procedures.
- Maintains the library and its materials in a neat and orderly condition. Creates an appealing and safe library environment for children. Prepares bulletin boards, special displays, and exhibits within the children's and young adult areas. Manages outreach programs to schools and to homeschooling families; acts as a resource to local community organizations. May develop cooperative programs and promotions with local schools to promote youth reader services and programs.
- Attends professional meetings and trainings to maintain and improve knowledge of library youth services.
- Provides training and supervision to members of children's staff. Schedules and supervises library volunteers.
- Makes requests for funding of programs to the Friends of the Library.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

Bachelor's Degree in Liberal Arts or a related field; one to three years prior work experience preferable in the library field; or an equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Knowledge of library science, services, policies, and procedures. Knowledge of research techniques to learn reader interest levels, awareness of publisher and dealer practices and methods of library supply resources. Familiarity with data processing and automation systems affecting administrative and library services, especially computer applications and the Internet.

Ability: Ability to use basic computer software programs and to troubleshoot basic computer problems for the public. Ability to provide training to the public using a variety of electronic devices, software, and applications. Ability to train and direct library technicians in their duties. Ability to research information for a wide variety of library users through published reference materials and electronic databases. Ability to interact in a positive and effective manner with employees and the public and to work independently.

Skill: Proficient computer skills. Excellent organizational, interpersonal and customer service skills. Excellent oral and written communication skills.

Physical Requirements:

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.

While performing the duties of this job, minimum physical effort is generally required to perform duties in typical office conditions. This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects and equipment. Employee may occasionally lift and/or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instructions expected to recognize instances which are out of the ordinary and which do not fall within existing policies or regulations.

Supervision Received: Works under the general direction of the Library Director.

Supervision Given: Supervises other library staff as needed. Schedules and supervises library volunteers.

Job Environment:

- Work is performed under typical office and library conditions and work environment is moderately noisy.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment.
- Contacts are by phone, through correspondence in writing and email, and in person; contact is with staff, the public, varied organizations, and other libraries and consist of an information exchange dialogue, discussing routine and complex issues.
- Has access to some department-related confidential information, such as patron information.
- Errors could result in delays or loss of services, poor public perception of the library, and financial repercussions.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer