**ROSEMARY GARFOOT PUBLIC LIBRARY – VILLAGE OF CROSS PLAINS**

**Position Description**

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| **Department:** Library |
| **Job Title:** *Youth Services Librarian* |
| **Reports to:** Library Director  |

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| **Status:** At Will | **Position Type:** Full-time | **Hours:** 40/week | **FLSA:** Nonexempt |

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| **GENERAL DESCRIPTION** |
| Plans, implements and manages a comprehensive program of library services focused on children and teens, under the direction of the Director and Assistant Director. |

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| **ESSENTIAL FUNCTIONS** |
| The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of duties and tasks the employee will likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than those listed below, as the needs of the Library Board and/or the requirements of the position change. * Plans and organizes the summer library program
* Plans and conducts toddler and preschool storytime sessions.
* Plans and organizes special programming for children, including reading contests, family activities and special event programs.
* Selects library materials for children and teens.
* Supervises/performs, and/or assists with collection maintenance including organizing collections and weeding out-of-date/out-of scope materials.
* Serves as liaison between the library and area schools and other community organizations for youths.
* Promotes youth services events and conducts outreach activities.
* Prepares reports related to children’s and teen programming.
* Attends continuing education workshops and webinars focused on the interests of youths.
* Works the circulation desk.
* Trains and supervises children services volunteers and interns.
* Performs other related duties as requested.
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| **EDUCATION AND TRAINING**The requirements listed below are representative of the knowledge, skills and abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.* Knowledge of youth services, program development and implementation, children’s/teen’s literature, collection development and the needs and interests of the public.
* Knowledge of the use of general office equipment, including computers and software.
* Knowledge of library policies and procedures.
* Oral and written communication skills.
* Interpersonal skills and the ability to get along with, instruct and motivate children and teens.
* Research skills
* Ability to work independently.
* Ability to organize and prioritize workload.
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| **EDUCATION AND TRAINING**Associate’s Degree with emphasis in early education or related field, plus minimum of one year experience working in a library or related setting. |

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| **PHYSICAL DEMANDS AND WORK ENVIRONMENT**The physical demands and work environment characteristics described below are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* Work is mostly performed in an office setting; hand-eye coordination is necessary to operate computers and other office equipment.
* While performing the duties of this job, the employee is required to frequently stand and talk to hear; use hands and fingers to handle, feel or operate objects, equipment, tools or controls, and reach with hands and arms.
* The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch or crawl and smell.
* The employee must frequently lift or move up to 20 pounds, and occasionally lift and/or move up to 50 pounds.
* Hazards are considered minor and controllable but may include exposure to human error and angry/hostile humans.
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The 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. The Rosemary Garfoot Public Library Board retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this position description. The Village of Cross Plains – Rosemary Garfoot Public Library is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the Library will provide reasonable accommodations to qualified individual with disabilities.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that I have received a copy of the Job Description for the position of Youth Services Librarian with the Village of Cross Plains-Rosemary Garfoot Public Library and have read and understand its contents.

Dated this \_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_.

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 Employee Library Board President

Created: June 1, 1981

Amended: October 22, 1996

 June 22, 2000

 April 19, 2016