# RUTH CULVER COMMUNITY LIBRARY POSITION DESCRIPTION YOUTH SERVICES LIBRARIAN

**FULL-TIME NON-EXEMPT (40 HOURS/WEEK)**

**NATURE OF WORK:** Work includes directing the youth services of a public library. Work is carried out in accordance with policies established by the Library Board and under general supervision of the Director. Position includes morning, evening, and weekend hours.

# DUTIES AND RESPONSIBILITIES:

1. **Special Responsibilities**
   1. Plans, organizes, administers and promotes library and reading programs and services targeted to children from birth to 5th grade.
   2. Plans, organizes, implements and promotes youth outreach programs with an emphasis on working collaboratively with other community organizations.
   3. Coordinates & implements library services and promotion targeted at parents, educators & caregivers of youth.
   4. Reviews and selects library materials for purchase with a focus on the development of the children’s collection and helps to maintain the collection through weeding.
   5. Assists with the addition of new titles to the collection including activities such as or dering, cataloging, and acquisitions.
   6. Coordinates library displays to promote awareness of library programs, services and resources or to provide displays of general or community interest.
   7. Performs general circulation duties including checkin, checkout, collecting fines & fees, registering users, placing holds on materials for patrons, maintaining the hold shelf & preparing holds to/from other libraries, and answering/directing telephone calls.
   8. Assists customers in locating library materials and with use of online catalog, databases, computers, photocopier, and all other library equipment and resources.
   9. Serves as a library representative to the community.
   10. Answers reference questions and provides reader’s advisory with a focus on teen and adult materials.

# Administrative Support

* 1. Provides administrative support to the Library Director in the coordination of library services including planning and reviewing activities, procedures and policies, as well as some aspects of library management.
  2. Assists in preparing reports and statistics and basic bookkeeping.
  3. Regularly communicates with the Director to discuss plans, share information and receive direction.
  4. Writes or assists in preparation of grant proposals, administration & submits required evaluations for funded projects.
  5. Assists in the recruitment, training and supervision of library staff, as appropriate, and coordinates, trains and supervises child volunteers.

# Other

* 1. Understands, follows and enforces library policies & procedures.
  2. Maintains an orderly and clean work area.
  3. Attends professional meetings and participates in continuing education or committee opportunities, as

appropriate.

* 1. Performs other related duties as assigned.

# ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to establish and maintain effective, cooperative & courteous working relationships with supervisors, co- workers, and the public including community groups and organizations.
2. Ability to plan, organize and direct a complete program of library activities, services and resources for children from birth to 5th grade
3. Ability to interpret community interest and needs to provide appropriate library services.
4. Ability to understand and efficiently perform library work as directed.
5. Ability to maintain a friendly, helpful and professional appearance at all times.
6. Possess good spelling and typing skills, advanced knowledge of computers and other library equipment.
7. Familiarity with the theory and practice of library service and the ability to acquire extensive knowledge of the local library collection, services and resources.
8. Ability to maintain accurate and complete records and prepare clear and detailed reports.
9. Ability to work independently & collaboratively, organize and prioritize work, pay attention to details, respond to varied work demands, and make decisions as required.
10. Possess a valid Wisconsin Driver’s License and have the ability to travel independently with their own vehicle.

# PHYSICAL DEMANDS

1. Frequent standing, walking, stooping, kneeling, crouching and sitting.
2. Handling of items including picking up and shelving
3. Bending/twisting and reaching; use of a step stool.
4. Pushing and pulling objects weighing 60-80 pounds on wheels.
5. Lifting and carrying up to 50 pounds.
6. Talking and hearing; use of the telephone.

# EXAMPLES OF EQUIPMENT USED

A. Computer, tablet, e-reader, photocopier, scanner, automation system, telephone system, audiovisual equipment, projector, step stool, book trucks and other library equipment.

# ESSENTIAL TRAINING AND EXPERIENCE

1. Must have a college degree or two years library experience.
2. A MLS is preferred, but not required.
3. Equivalent combinations of education & experience will be considered.

*Approved by the Library Board April 11, 2018.*