Sauk City Public Library

**Position Title: Youth Services Librarian**

**Reports to: Director**

**Category: Part-time, Non-exempt, Benefits Eligible**

**Date Approved: 5/9/16**

**Overview**

Under the general direction and supervision of the Library Director, the Youth Services Librarian is responsible for the development and implementation of the library's program of service to children. This position requires the exercise of professional judgment in planning and implementing programs for children and in materials selection; it requires professional understanding of librarianship, especially children's services, programming, child growth and development.

**Essential Functions**

Plans and executes the program of library service to children in cooperation with the Programming Librarian.

Selects material for, and maintains children's collection.

Develops and carries out comprehensive library activities, including active and passive children's programs as well as literacy offerings from newborns through middle school.

Prepares promotional materials for children’s programs.

Promotes the library’s youth services to the community.

Keeps informed of children's issues and developments in the profession through study, reading professional literature, and ongoing continuing education opportunities.

Performs routine library services such as receiving and loaning books; Performs routine filing of books, periodicals, and other materials.

Checks returned items for damage; Receives overdue fines; Processes library card applications; Reserves books and materials.

Operates computers and auxiliary equipment in routine duties.

Responds to general information requests in person and by telephone.

Processes books and materials.

Assists in preparation of book and document exhibits.

Maintains special records or sections of the library as assigned.

Prepares displays.

Maintains library confidentiality regarding patron and staff records and information. Follows the principles of intellectual freedom.

Receives oral or written instructions from Director. Reports work accomplished to Director.

Performs other tasks as assigned.

**Knowledge, Skills and Abilities**

Ability to work effectively with children and their parents.

Demonstrated knowledge of children's literature and child development.

Willingness to work a variety of hours including evenings and weekends.

Working knowledge of internet searching and Microsoft Office.

Ability to learn library automation systems and online databases.

Willingness to respect the privacy of patrons and coworkers and support the principles of intellectual freedom.

Excellent communication and organizational skills.

Ability to interact in a positive effective manner with coworkers, the Director, the Board of Trustees and the general public.

Ability to perform with minimum supervision, to work collaboratively in a team environment, and to demonstrate professional standards, good judgment, dependability and timeliness.

Ability to adapt to multiple demands and changing priorities, and be willing to learn new methods and ideas.

**Qualifications**

Minimum: Bachelor’s Degree or any equivalent combination of education and experience plus a minimum of years’ experience working with children in a library or educational setting. Desired: Prior library experience.