**CITY** **OF** **SUN** **PRAIRIE** **Position** **Description**

**Assistant** **Youth** **Services** **Librarian**

**DEPARTMENT:** Public Library **CLASSIFICATION:** Non-Union

**REPORTS** **TO:** Head of Youth Services **REVISION** **DATE:** March 15, 2016

**GENERAL** **PURPOSE:**

Under the supervision of the Head of Youth Services, the Assistant Youth Services Librarian is responsible for assisting in delivering a comprehensive program of library service for children and youth, birth-age17, and their caregivers. Assists with maintaining and updating a collection of materials of interest to young people and offers readers’ advisory services, plans and implements storytimes and other library and reading-related activities of interest to children and their caregivers.

**ESSENTIAL** **JOB** **FUNCTIONS:**

•Possesses considerable knowledge of children’s and young adult literature.

•Plans and presents programs for youth and their families, including storytimes and school-age programming.

•Performs reader’s advisory, bibliographic instruction, reference service and other patron assistance as required.

•Assists with all aspects of collection development as assigned, including selecting materials for purchase and weeding.

•Performs output measures of library service.

•Supports, consults and instructs YS Library Assistant Is on Youth Services responsibilities. •Maintains the confidentiality of library records.

•Sets priorities in order to meet assignment deadlines. •Participates in continuing education programs.

•Communicates effectively with staff and the public and maintains effective public relations. •Provides graphic art services as needed.

•Performs advanced clerical and other library work. •Ability to adapt in an ever-changing environment. •Participates in other duties as required.

**REQUIREMENTS** **OF** **THE** **WORK:**

•Coursework or masters in Library Science.

•Two or more years of college and two or more years of public library experience or equivalent combination of education and experience.

•Knowledge of child development and developmentally appropriate practices.

•Ability to use library-related computer software, including a variety of databases.

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•Ability to use computer software and manage computerized files. Requires the use of Microsoft Office software.

•Ability to use digital graphics software and digital photography. •Ability to direct the work of others.

•Knowledge of and fluency in the English language.

•Requires a high level of accuracy and attention to detail.

•Ability to establish a positive working relationship with youth and their caregivers, teens, library staff, other city departments, volunteers, and the general public.

•Willingness to maintain skills in above-mentioned areas through active participation in appropriate library skills learning experiences.

**WORK** **CONDITIONS** **AND** **PHYSICAL** **REQUIREMENTS:**

This work is performed in an office environment but does involve lifting or carrying up to 50 pounds and pushing and pulling objects on wheels weighing 60-80 pounds. Flexible work hours required, including evenings and weekends.

**APPROVED** **BY:**

Department Head

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Human Resources Director

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The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.