

## JOB POSTING



**Position:** Youth Services Librarian

**Status:** Exempt

**Range:** \$37,000 - \$56,000

**Reports to:** Head of Youth Services

**Supervises:** None

## JOB SUMMARY

The Portage District Library is looking for an enthusiastic, articulate, creative individual who is dedicated to providing outstanding customer service for our Youth Services Area. The Library is seeking a service-oriented full-time Youth Services Librarian with a special passion for providing services and programs in the area of early childhood. The successful candidate will provide reference and reader's advisory service, develop and maintain superior collections for children, and participate in the development and implementation of children's programs, including creating storytimes, scheduling outside performers and hosting craft/maker events. Candidates should have experience or an interest in collaboration and community outreach. A preference will be given to those candidates with knowledge of current technologies such as social media and web-based applications.

## ESSENTIAL JOB FUNCTIONS

1. Selects materials by subject or age related, fiction or nonfiction, or by format through evaluation of current titles, future needs, and present collection.
2. Performs computerized searches on in-house, local, regional, and national bibliographic and information databases utilizing various search strategies.
3. Manages resource collections, making optimum use of available shelving and storage facilities in order to have the most heavily used materials out for public use.
4. Prepares and presents programs directed at the various publics the library serves.
5. Participates in bibliographic description of books and other items for maximum patron understanding and accessibility.
6. Orients library patrons to the library and its services.
7. Attends educational programs and reads literature to keep up-to-date on new developments in

the library field.

8. Provides reference services, including assistance with literature searches, bibliographies, and answering reference questions.
9. Initiates new services to increase the use of the library collection and to add to the educational capabilities of the library.
10. Assist in the preparation of reports and information for staff and Library Board reports.
11. Assists in the supervision, training, and development of volunteers and staff through on-site instruction. Supervision may include the preparation of staff and volunteer schedules as necessary.
12. Catalogs and classifies library materials.
13. Provides assistance and assessment of the information needs of the library patrons in order to effectively manage and update library services.
14. Supervises library operations and closing of facility during evening and weekend hours in the absence of senior management.
15. Supervises departmental operations in the absence of department head.
16. Participates in blogging and social media in support of library initiatives and operations.
17. May initiate and maintain community contacts and serve on committees and boards at the local and state level.
18. Leads in the formation, development and implementation of planning and visioning for the department.
19. Participates in professional organizations, shares information by networking, teaching workshops, and preparing group presentations in the community and at local, state, and national conferences.
20. Develops grant and award applications to secure funding for library programming and initiatives.
21. Pursues professional development by serving on PDL committees, and attending meetings, workshops and conferences to maintain up-to-date knowledge and skills of pertinent Library policies, procedures and equipment.
22. Provides circulation services, as operations require.
23. Performs other duties as assigned.

## KNOWLEDGE, SKILL AND ABILITIES

1. Working knowledge and understanding of the principles, methods and practices of public library operations, including search methods, reader's advisory and reference interviews. Incumbent is also required to acquire knowledge of the policies and procedures of Portage District Library.
2. Considerable knowledge of available circulating materials and basic reference sources.
3. Working knowledge of public library technology.
4. Ability to work under general supervision with latitude in exercising independent judgment and discretion subject to Library policies, procedures and professional practices.
5. Interpersonal and communication skills necessary to interact with various library staff and patrons in an effective and courteous manner. Communicate effectively in both oral and written forms.
6. Analytical ability to maintain accurate statistics.
7. Visual acuity and physical skills necessary to retrieve library materials from shelves and storage areas, maintain library materials and operate equipment. The incumbent is required to have the physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to 40 pounds.
8. Hearing ability to answer telephone and patron inquiries.
9. Skills necessary to effectively access information on the computer.
10. Ability to operate a variety of library equipment including, but limited to, a computer, fax and copy machine.
11. Must possess the ability to assign, supervise, instruct, and train personnel in a manner conducive and effective to the resources of the library.

## WORKING CONDITIONS

1. Generally will work within a normal office environment with minimal discomfort due to extreme temperatures, dust, and noise.
2. Job requires walking, standing, sitting, bending, stooping and reaching. Requires the use of a video display monitor, keyboard, and mouse.
3. Employees may interact with upset staff and /or public and private representatives in

interpreting and enforcing library policies and procedures.

4. Work hours may be varied, including evenings and weekend hours.

## EDUCATION, EXPERIENCE AND TRAINING

1. The job requires a Master's degree in Library Science from an ALA accredited institution.
2. Two years of professional Librarian work experience.
3. Library of Michigan Professional Certificate.

*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This job description is not a contract between the library and the employee. The library reserves the right to revise this job description at its discretion.*

### **How to Apply:**

Interested individuals should submit a cover letter, resume and job application to:

Human Resources  
Portage District Library  
300 Library Lane  
Portage, MI 49002

or send e-mail to: [jobs@portagelibrary.info](mailto:jobs@portagelibrary.info).

For additional information, please call Rob Foti at (269) 585-8702.

Visit the Portage District Library's website at [http://portagelibrary.info/about/employment\\_opportunities/](http://portagelibrary.info/about/employment_opportunities/) to access job openings and applications.

*Portage District Library is an Equal Opportunity Employer*