



Position Title: Youth Librarian
20 hours/week, includes evenings and weekends
Department: Youth Services

The Ferndale Area District Library believes each employee makes a significant contribution that should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the library to just the work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of the services we provide to library patrons.

General Statement of Duties:

Under general supervision of the Head of Youth Services, assists in the planning and organizing of children's services; contributes to collection development; helps to develop and implement children's programs; provides reference and reader's advisory service to children and caregivers of all ages. The Youth Librarian will work with families and children from babies and toddlers through young adults.

Job Responsibilities and Examples of Services Performed:

1. Understanding of professional library science knowledge, public reference service skills, and an understanding of public library operations.
2. Assists children in use of the library and its resources
3. Ability to effectively use and teach current technology and information literacy to patrons of all ages
4. Excellent Microsoft Office and other computer skills
5. Selects materials for the collection that fit the community, and assists patrons in selecting appropriate children's materials
6. Develops and conducts programs for children and caregivers which encourage early literacy skills, reading, and the enjoyment of the library facilities and materials
7. Creates a welcoming environment by providing the highest level of customer service to patrons of all ages
8. Provides outreach and serves as library liaison to community agencies serving children and their caregivers, including local schools and daycares
9. Successfully represents the library with tact and courtesy, showing ability to think and act appropriately under pressure.
10. Cooperates as a team member with all Library staff in performing any professional or nonprofessional duty essential to the achievement of efficient library operations

Essential Knowledge, Skills, and Abilities:

- Knowledge of current trends in library service to patrons served by the department
- Ability to work with young library patrons of varied backgrounds to maintain effective interpersonal relationships; deal tactfully with the public; ability to speak and write effectively
- Self-motivated and able to exercise initiative and independent judgment
- Possess appropriate computer skills and have an awareness of the role of technology in the everyday lives of library patrons
- Demonstrate skills necessary to analyze and interpret information, establish facts, draw valid conclusions, and develop and implement effective strategies

Education and Experience Requirements:

- Master's Degree in Library and Information Science from an ALA accredited institution
- Some experience in a public library, or any equivalent combination of experience and/or training that provides the required knowledge, skills, and abilities

To apply for this position, email resume and cover letter to:

Ashley Lehman
Head of Youth Services
Ashley@ferndalepubliclibrary.org

Deadline: Friday, 9/23/16

FLSA status: Non-exempt