

Brighton District Library
Job Description

YOUTH SERVICES LIBRARIAN I

Supervised By: Head of Youth Services

Supervises: Library Volunteers, as needed.

General Summary:

Assists with the operations of the Youth Services Department in providing service to children, caregivers, and teachers. This work may take the form of reference, readers' advisory, and collection development and maintenance. Under the supervision of the Head of Youth Services, develops and leads programs for children ages 0-10.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Evaluates programming needs and makes recommendations for potential programs and services for children ages 0-10.
2. Plans, organizes, and presents library programs and special events for children ages 0-10.
3. Makes recommendations to patrons regarding age and interest appropriate materials for children ages 0-10.
4. Participates in the selection and ordering of materials. Regularly reviews print and electronic resources, and catalogs to become familiar with new materials in all formats.
5. Maintains the youth collection, including discarding of materials and evaluating donated materials.
6. Maintains and adheres to an assigned budget.
7. Gives instruction and assistance in the use of the online catalog, reference materials, electronic resources, and databases.
8. Prepares informational and promotional brochures, flyers, and posters.
9. Designs and arranges themed displays to publicize library activities, services, and materials.
10. Promotes the use of the Library during off-site visits to schools, daycare facilities, and community groups.
11. Effectively communicates with school librarians and teachers to provide materials and services for homework and research assignments for children ages 5-10.
12. Conducts tours for children, caregivers, and teachers as assigned.
13. Assists in the maintenance of library records and the preparation of related reports.
14. Updates Youth Services web pages as needed.
15. Sets up and re-arranges furniture and equipment for presentations and activities.
16. Provides orientation and training for new employees. Uses print and electronic resources to respond to information requests received in person, by phone, fax or e-mail.
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18. Assists in minor troubleshooting and maintenance of equipment, including printers, copiers, and computers.
19. Assists with special library projects, including programming and grant-writing.
20. Regularly attends and participates in department meetings.
21. Pursues professional development by serving on BDL committees and attending meetings, workshops, and conferences to maintain up-to-date knowledge and skills.
22. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications: The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Education requirements include a Master's degree in Library and Information Science.
- Experience requirements include one year of professional librarian experience in a public or school library setting.
- Thorough knowledge of library terminology, practices, services, and automated systems.
- Thorough knowledge of library collection classification and cataloguing techniques.
- Good knowledge of how information is organized and the fastest, most efficient method of information retrieval.
- Skill in assisting library patrons with reference questions and general collection issues.
- Skill in utilizing and assisting others in the use of computerized library systems.
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with the public, professional contacts, co-workers, and supervisors.
- Ability to maintain records and prepare reports.
- Ability to instruct patrons on proper use of library equipment.
- Ability to communicate effectively both verbally and in writing.
- Solid knowledge of the techniques involved in presenting programs and leading activities for children ages 0-10 and their caregivers.
- Good knowledge of the interests, needs and, expectations regarding library services for children ages 0-10.
- Solid knowledge of developmentally appropriate programming for children ages 0-10.
- Ability to work well in a team based environment.
- Ability to work effectively under stress and changes in work priorities.

Physical Demands and Work Environment: The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

While performing the duties of this position, the employee is regularly required to communicate with others electronically, in person, and on the telephone. The employee must regularly view computer terminals, printed materials, and other resources requiring the ability to read small print. The employee is occasionally required to utilize small tools to repair equipment. During the course of the workday, the employee is often required to

lift as much as (50) pounds. The employee is frequently required to enter information and commands into a computer in order to maintain the network and repair personal computers.

Working Conditions:

While performing the duties of this job, the employee regularly works in a public library setting. The noise level in the work environment can be moderately noisy.

Occasional weekend and evening hours may be required.

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