



JOB TITLE: Youth Services Librarian
REPORTS TO: Community Relations Manager
CLASSIFICATION: Non-Exempt; Union position
HOURS: Full-Time (40 hours per week)

JOB SUMMARY

Under the supervision of the Community Relations Manager, this position has the responsibility to assist with creating, planning and marketing library programs and community outreach geared toward children and young adults. Will perform a variety of professional librarian duties and provide training and direction to GDL patrons, staff and volunteers. Will serve as a professional resource in the areas of literacy and youth services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Evaluates program needs and assists in carrying out services district-wide for children and young adults.
- Creates, plans, markets and leads children's and young adult library programs both in our 19 branches, and off-site.
- Provides outreach in the form of literacy events, classroom visits, story times and other programs to schools in Genesee County.
- Provides literacy presentations to schools and organizations.
- Provides story times to our 19 branches on a rotating basis.
- Participates in the scheduling and training of outside story time providers.
- Provides youth services information via various digital platforms.
- Works with Technical Services Manager and Branch Librarians in the area of collection development for children and young adults.
- Purchases children's books for the Headquarters story time collection.
- Partners with area schools and other agencies to promote collections and services offered to children and young adults.
- Effectively provides instruction and assistance to staff and patrons, both independently and in a classroom setting.
- Builds strong community bonds by working with community leaders.
- Enforces GDL patron policies and procedures. Effectively handles patron and vendor complaints and requests with discretion and good judgment.
- Develops a thorough and ongoing working knowledge of all GDL equipment used in the library.
- Gathers data and prepares reports or statistics as assigned by the Community Relations Manager.

- Contributes to social media with well written, grammatically correct posts.
- Stays current in new library services and trends in youth services through reading, seminars, workshops, webinars and conferences.
- Routinely seeks out and identifies sources for grant funding opportunities. Prepares well-written and documented grant proposals specific to children and youth services.
- On occasion, may be required to work in branches and perform other library duties as necessary throughout the district.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must enjoy working with children while creating a high-quality experience for the children, parents or guardians.
- Demonstrated passion toward seeking programs and services that meet the needs of GDL’s children and young adults.
- Excellent verbal and written communication skills with both small and large audiences.
- Strong proficiency with electronic databases, Microsoft Office applications, social networking sites and mobile technology.
- Ability to get along with diverse personalities and populations.
- Must possess tact, good reasoning abilities and sound judgment.
- Ability to work as a team or independently within a fast-paced environment.
- Proven time-management skills.

EDUCATION, TRAINING AND EXPERIENCE

- Master’s Degree in Library or Information Science from an American Library Association accredited library school
- A minimum of a Level 2 certification by the Library of Michigan within ninety (90) days of hire.
- One year of professional experience in a library.

WILL BE REQUIRED TO

- Work a flexible schedule, including evening and weekend hours, around programs, events and community outreach.

WORK ENVIRONMENT

The location of the work site is primarily the GDL Headquarters location. Significant travel throughout the district to attend or conduct library programs and other literacy events. The location will vary between branches of the Genesee District Library System, and the schedule will vary according to the needs of the public and the GDL System.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will frequently sit, stand and walk. The employee is occasionally required to stoop, kneel, and reach forward and above the head. The

employee will frequently lift and/or move equipment up to fifty (50) pounds. Specific vision and hearing abilities are required by this job.

SPECIAL REQUIREMENTS

Possession of a valid Michigan driver's license and vehicle for use on company business.
Successful completion of a background check.

The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. The tasks are not to be construed as an exhaustive list of all job duties performed by those in this classification.

The Genesee District Library is an Equal Opportunity Employer.

Prepared: November 10, 2014/JE

Revised: June 1, 2022/TS