



C.A. Friday Memorial Library Job Description

Position Title: Youth Services Librarian		Department: Library – Youth Services
Reports To: Library Director	Full-Time 40 hrs/week	FLSA Code: Non-exempt

Position Summary: The Youth Services Librarian is responsible for providing a welcoming library environment for children, teens and families. As a full-time (40 hour/week) member of the library’s management team, this position is responsible for the supervision of all Youth Services functions of the library in conformance with Library policies and procedures and professional standards. This position supervises department’s staff for childrens services and young adult services.

<p>Essential Functions: These functions will comprise approximately 70-100% of your time on an average work day, but may fluctuate as business needs change.</p> <ul style="list-style-type: none"> ➤ Willingly and actively assists the Library Director in the development of departmental and library goals and objectives. ➤ Shares responsibility for library administration when Library Director is absent. ➤ Provides reader's advisory services. Answers reference and information questions regarding children's and young adult materials and services. Assists customers in locating, selecting, and using materials and equipment, including electronic services. ➤ Plans and evaluates ongoing programming for infants, toddlers, preschoolers, school age children, teens and their families and caregivers. ➤ Participates as a representative of Friday Memorial Library at continuing education and professional development meetings and conferences relating to youth services. ➤ Participates in outreach at community events, daycares, preschools and schools. ➤ Selects and evaluates materials for the children’s and young adult collections. ➤ Initiates and creates community partnerships. ➤ Assists customers in the use of library equipment, electronic resources and online catalog. Answers questions related to library policies and procedures. ➤ Maintains familiarity with childrens and young adult literature. Read professional literature & listservs to stay current on trends related to youth services. ➤ Oversees the solicitation, scheduling and activities of volunteers in Youth Services ➤ Manages grant writing/fundraising for exhibits, collections, programs, and other outreach activities. ➤ Assists in maintaining an appropriate atmosphere in the library, interpreting and upholding the American Library Association’s Code of Ethics and creating a library that is responsive to patron needs, welcoming to all, helpful, essential to the community, and inspiring.
--

➤ Organizes, plans activities, schedules work assignments, guides, evaluates and otherwise supervises Youth Services staff.
➤ Assists in the development of departmental budget and oversees appropriate expenditure of funds.
➤ Works with library marketing staff to coordinate effective marketing of library programs and services through the Library's newsletters, website, press releases and social media.
➤ Creates promotional displays, bulletin boards, and bibliographies.

Other Responsibilities: These functions will comprise up to 25% of your time.
➤ Compile statistics for reports.
➤ Runs errands.
➤ Serves on library/city committees.
➤ Under supervision of Library Director, conducts interviewing and hiring of Youth Services Staff.
➤ Perform other duties as assigned.

The C.A. Friday Memorial Library Board of Trustees has reviewed this job description to ensure that essential functions and other responsibilities have been included. It is not intended to serve as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate and as business needs change.

Qualifications: The requirements listed below are representative of the qualities, knowledge, skill, and/or ability required to perform the essential functions of the job.

- Knowledge of library services.
- Knowledge of child development.
- Knowledge of trends in childrens/young adult literature and services.
- Ability to work enthusiastically and effectively with children, teenagers and adults in the library and community.
- Positive attitude, enjoyment of challenging work, ability to meet deadlines, and a willingness to work in a flexible environment with quickly changing tasks and priorities.
- Ability to manage and balance the multiple tasks associated with the day-to-day services of the library.
- Ability and initiative to work independently with minimal direction.
- Sensitivity to customer privacy and intellectual freedom issues.
- Strong organizational skills.
- Ability to work accurately with attention to detail.
- Ability to efficiently operate a variety of office and library equipment including computers and printers, photocopier, fax machines, and media equipment.
- Proficiency in the use of word processing software.
- Knowledge of or ability to learn how to efficiently use desktop publishing software
- Possession of a valid Wisconsin driver's license and the ability to maintain a good driving record by following traffic laws and regulations to ensure the safe operation of city vehicles.

General Core Competencies: Communication, Cooperation and Teamwork, Project Management skills, Commitment to Quality, Customer Service, Professionalism, Critical Thinking and Problem Solving.

- **Communication** – Uses communication styles and methods effective for the situation and audience.
- **Cooperation and Teamwork** – Works effectively with diverse teams to achieve collective goals.
- **Project Management** – Manages the process and implementation of projects in a timely manner.
- **Commitment to Quality** – Improves work practices to achieve desired results.
- **Customer Service** – Ability to respond to our customers and anticipate their needs.
- **Professionalism** – Meets or exceeds workplace guidelines, standards and specifications.
- **Critical Thinking and Problem Solving** – Demonstrates the ability to make decisions, identify, analyze and solve problems, and take action as appropriate.

Supervisory Core Competencies: Leadership, Vision & Strategic Thinking, Supervision & Employee Development, Building Relationships, and Conflict Management.

- **Leadership** – Deliver results by maximizing organizational effectiveness and sustainability.
- **Vision and Strategic Thinking** – Formulates objectives and priorities, and implements plans consistent with the long-term interest of the organization.
- **Supervision and Employee Development** – Builds and manages a workforce based on organizational and department needs and goals.
- **Building Relationships** – Develops networks and builds alliances to achieve common goals.
- **Conflict Management** – Manages and resolves conflicts and disagreements in a constructive manner.

Organization Contacts: Carleton A. Friday Memorial Library

Education and Experience: Master's Degree in Library and Information Science or equivalent preferred. Minimum of 2 years' Youth Services experience, preferably in a public library, required. Experience selecting high interest, quality literature to share with children/teens. Experience creating age-appropriate, book-based activities. Supervisory experience preferred. Must be willing to work Saturdays and evenings. Must have transportation for performing job responsibilities required. A criminal background check will be completed on final candidates.

Working Conditions: Work in a library environment directly with the public; sustained posture in a standing, walking or seated position for prolonged periods of time; perform bending, lifting and pushing; perform repetitive hand and arm motions for prolonged periods of time; exposure to computer screens for prolonged periods of time.

*The Friday Memorial Library is a department of the City of New Richmond.
The Library is an Equal Opportunity employer.*