

# Youth Services Librarian

## Job Description

Job Title: Youth Services Librarian

General Description:

Plans, arranges and performs all youth programming offered by the library. Shares the duties of the Library Assistants as time allows.

Reporting Relationship(s):

Reports to: Library Director

Supervises: Volunteers as directed by the Library Director

Characteristic Duties:

- Plans, arranges, and performs all youth programming.
- Serves as a specialist in our youth collection and assists library users in its use.
- Works with Library Director to develop the youth collection.
- Shares the duties of the Library Assistants as time allows.
- Attends continuing education courses as required by the Library Director.
- Performs other duties as assigned.

Minimum Qualifications:

- Ability to work well with youth.
- Ability to work all hours of library operations, including nights and weekends.
- Ability to effectively communicate orally and in writing.
- Ability to adhere to the ALA Code of Ethics.
- Ability to provide excellent customer service to a wide variety of library users.
- Ability to use office equipment like a fax machine and copier.
- Experience with computer systems (Microsoft Office Suite, Internet, and online databases).

Preferred Qualifications:

- Experience planning and performing youth programs.
- Experience working in a library setting.
- Familiarity with library youth collections.

Disclaimer:

The intent of this job description is to provide a representative summary of the major duties and responsibilities of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in this description. This job description does not constitute a contract of employment.

Adopted: June 14, 2012

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