

Barron Public Library

Youth Services Librarian

Has oversight of all youth services functions focusing on children, teens, and families

Reporting Responsibilities

- Reports to the Library Director
- Assumes Manager on Duty role as required

A. Essential Duties and Responsibilities

- Provides service to patrons of all ages and abilities focusing on youth, teens, and family
- Evaluates, selects, classifies, catalogs, processes and withdraws materials for children, teens, and families
- Creates innovative programming while maintaining traditional library services that appeal to the youth patron base
- Assist children, teens, and families in the selection of materials in all formats and information resources
- Market and promote programs and services in the Youth Services area
- Performs outreach services to local schools and other community groups
- Assist the Library Director in the review, development, recommendation, and implementation of library policies and procedures
- Provides statistics and reports on youth services programming and collections
- Participates in staff meeting to discuss and resolve problems, contribute ideas for improvement, and keep updated on library plans and activities
- Other duties as assigned

B. Education and Experience

- Associates degree preferred
- 2 years of public library experience in youth services
- Knowledge of children's and young adult literature preferred
- Knowledge of the principles and practices of Library Science, including cataloging and classification, reference and research, reader advisory, collection development, library information networks, automation and technologies
- Knowledge of basic computer and electronic equipment operations

C. Ability

- Ability to communicate effectively, both verbal and written
- Ability to analyze and effectively solve problems
- Ability to analyze and evaluate operations, procedures, and policies
- Ability to maintain a positive and flexible approach to changing needs within the community
- Ability to effectively use computers and standard applications software

- Ability to maintain confidentiality of library patron information
- Ability to be available work hours that include evenings and weekends
- Ability to engage with children, teens, and families

D. **Physical Demands and Working Environment**

- The physical demands described here are representative of those that, with reasonable accommodations, may enable qualified individuals with disabilities, to successfully perform the essential functions of this job.
- The position requires the ability to sit for long periods of time, stand, bend, twist, crawl, carry, and stoop to carry on a daily basis.
- The position requires the ability to handle, feel and/or operate objects, tools, or controls.
- The employee is required to retrieve, replace, and reach materials for items on shelves of various heights.
- A valid driver's license is required for travel to professional development and outreach opportunities.
- Flexibility to work hours during weekdays, evenings, and weekends during regular library hours of operation is a requirement of this position. Hours of work are to meet the needs of the organization.
- Work is performed primarily in a library environment.
- The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The **probationary period** for this position shall be six (6) months.

Barron Public Library, in compliance with state and federal laws and regulations that include the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504), does not discriminate on the basis of disability. Barron Public Library is an Equal Opportunity Employer.

Barron Public Library - Library Director/Manager Job Description approved on January 4, 2018 by Barron Public Library's Board of Trustees