

# Anytown Library

<b>Title:</b> Youth Services Librarian <b>Department:</b> Library <b>FLSA Status:</b> Exempt, Salaried
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## **Position Summary**

Under the supervision of the Library Director, the Youth Services Librarian's primary responsibility is for young adult materials and services. Performs other duties as assigned.

## **Essential Functions** (Example of duties, including but not limited to)

- Performs responsible and varied library duties in Children's and Young Adult Departments.
- Assists children, young adults, and parents in finding reading material and information, and in using library services and facilities.
- Coordinates and conducts special activities.
- Participates in planning and implementing children's and young adult programs.
- Participates in selection of materials.
- Provides individual and group instruction in the use of library services and facilities, including use of automated systems, reference sources and other resources for research and study projects.
- Assists in, and organizes book displays for children and young adults.

## **Marginal Functions**

- Performs related tasks as assigned.

## **Position Requirements**

**Experience & Skills:** The Youth Services Librarian must have a minimum of three years of progressively responsible library experience. The ability to operate vehicle, and hold a valid personal driver's license is required.

- The Youth Services Librarian must be comfortable using multiple online services and digital platforms for collaboration and communication, including but not limited to Google Apps, WordPress, and online meeting software.
- Has thorough knowledge of public library programs and services.
- Demonstrates effective interpersonal relations with young adults and other professionals who work with young adults.
- Communicates effectively orally and in writing.
- Demonstrates a knowledge and appreciation of literature for young adults.
- Demonstrates a knowledge and appreciation of AV material (music, films, etc.)
- Has knowledge of current reading, viewing, and listening interests of young adults.
- Is willing to learn Anytown Library techniques, including any relevant automated procedures, and then to work independently.

*The specific statements shown in each section of this description are not intended to be all inclusive, but represent typical elements and criteria considered necessary to successfully perform the job.*

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**Education:** Master's Degree in Library Science required.

**Decision Making:** The Youth Services Librarian makes decisions about performing daily duties in the most efficient manner. Policy and budget decisions must be made in communication with, and subject to the approval of, the Director.

**Supervision:** The Youth Services Librarian does not have supervisory responsibility.

**Personal Relations:** The Youth Services Librarian will be in daily contact with the public, co-workers, and member librarians.

**Essential Physical Functions:** The physical demands to perform this job are the ability to talk and hear, use hands to finger, handle, feel or operate objects or controls, sit, stoop, kneel, crouch, and lift and/or move up to 50 pounds. Hand-eye coordination is necessary to operate computers and office equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

## Selection Guidelines

- Cover letter and resume, written application, oral interview, reference check, and job related tests as required by the Library Director.

## Employee Certification

I hereby understand and acknowledge that any employment relationship with the Anytown Library is "at will", which means that the employee may resign at any time and that the Anytown Library may discharge the employee at any time, with or without cause. It is further understood that the "at will" employment relationship may not be changed by any written document or by conduct unless such change is acknowledged in writing by an authorized executive of this organization.

The above job description is not an employment agreement between the employee and employer. Changes will be made by the employer as the needs and requirements of the job change.

I have read this job description and am qualified for the position it describes. I hereby certify my ability to perform all essential functions of the position as stated in this position description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name, Library Director

\_\_\_\_\_  
Date

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*Last revised, September 7, 2023*