

## **KRAEMER LIBRARY & COMMUNITY CENTER, PLAIN WI**

### **JOB TITLE: Youth Services Librarian**

### **HOURS OF WORK / SALARY:**

- Part- Time (12 hours) hourly position

### **QUALIFICATIONS:**

- Bachelor's degree or some post high school course work preferred. Experience working with youth or course work in library science and/or experience in library work preferred. Computer knowledge and website design and maintenance experience preferred.

### **JOB SUMMARY:**

- This position encompasses services to youth; from birth to age 18 and their families. This position focuses on youth services programming, development and management of the youth collection, youth-related community outreach and reference and circulation services for the general public. Under the direct supervision of the Library Director, the youth services librarian proactively develops, organizes, manages and delivers service in the youth library geared toward children (infant through school aged), young adults and families. The youth services librarian oversees the selection of materials for the youth department, develops partnerships within the community to promote services for youth and continually seeks and finds ways to promote increased use of the library.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to work well with youth.
- Knowledge of youth literature and materials.
- Knowledge of programming for families and youth.
- Awareness of community resources and contacts.
- Working knowledge of library methods and procedures.
- Working knowledge of the computer's software applications, circulation system and the Internet for library services.
- Ability to communicate and work effectively with library staff and patrons in person and on the phone.
- Willingness to maintain skills in above mentioned areas through active participation in appropriate continuing education experiences.
- Working knowledge of English grammar and spelling.
- Ability to prepare and deliver brief, concise and attractive reports of library services and facilities both orally and in writing.
- Ability to operate library equipment properly.
- Ability to work independently.
- Decision-making abilities.
- Valid driver's license.

## **JOB RESPONSIBILITIES:**

### **A. PROGRAM COORDINATION:**

- Plans, coordinates and presents programs and services for youth by researching youth materials, attending workshops, consulting with peers and creating program plans and presenting the programs to the audiences.
- Coordinates program planning with the schools to ensure complementary services to students.
- Actively seeks opportunities to promote the library by presenting information, writing news releases and articles for the media, updating the website, conducting tours and preparing exhibits, displays or other publicity materials.
- Keeps staff informed about youth services department.

### **B. COLLECTION, EQUIPMENT AND FACILITIES CARE AND MAINTENANCE**

- Performs circulation desk procedures, such as checking in and checking out materials, registering patrons, putting away materials and collecting fines in the library.
- Shelves library materials and checks shelves for accuracy.
- Checks in interlibrary loan materials delivered by South Central Library System.
- Provides reference and general assistance.
- Provides information and recommendations that can be used for material selection.
- Orders library materials for the youth services department as approved by Library Director.
- Keeps a record of youth services requests for materials not currently in the library.
- Assists in the updating of library procedures.
- Collects and organizes statistics.
- Does word processing and filing.
- Processes, withdraws, repairs, or reconditions library materials.

### **C. OTHER DUTIES:**

- Performs other duties and participates in library special projects as assigned.
- Assists in monitoring computers, access to computer applications and the Internet.
- Performs light housekeeping duties.

### **PHYSICAL DEMANDS OF THE POSITION:**

- Hearing and speaking to patrons, staff and telephone callers.
- Sitting, standing, walking, climbing, stooping, bending, twisting and reaching.
- Far vision of twenty (20) feet or farther; near vision of twenty (20) inches or less.
- Lifting and carrying; forty (40) pounds or less.
- Handling, processing, picking up and shelving books.
- Pushing and pulling objects weighing sixty to eighty (60-80) pounds on wheels.
- Mobility; travel to meetings outside the library.

**MENTAL REQUIREMENTS:**

- Communication skills: effectively communicate ideas and information both in written and oral form.
- Reading ability: effectively read and understand information contained in memoranda, reports and bulletins.
- Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the aid of a calculator.
- Time management: set priorities in order to meet assignment deadlines.
- Problem-solving skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- Analytical skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information, resources available when making decisions.

**ENVIRONMENTAL WORKING CONDITIONS:**

- Inside work environment.
- Outdoor work environment depending on programming
- Days, nights and weekend hours.

**EQUIPMENT USED:**

- Computer, calculator, copy machine, fax machine, telephone, CD equipment, printers, projectors, cameras, and other types of audio-visual equipment.

**JOB PERFORMANCE STANDARDS:**

Evaluation of the position will be based primarily on performance of the preceding requirements and duties. Examples of job performance criteria include but are not limited to the following:

- Performs assigned duties.
- Handles library materials with care and diligence.
- Adheres to state law influencing the duties and responsibilities of the position.
- Provides useful and cooperative assistance to patrons.
- Works well independently.
- Maintains and submits accurate and timely records.
- Displays consideration and cooperation when dealing with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationship with fellow employees, supervisors, and the public.

Approved by the Kraemer Library & Community Room Board of Trustees, 11/28/2016.