

**JEFFERSON COUNTY RURAL LIBRARY DISTRICT
JOB DESCRIPTION**

CLASSIFICATION TITLE: YOUTH SERVICES LIBRARIAN

CLASSIFICATION SUMMARY:

Performs professional librarian work in the development and delivery of quality library programs and collections for children and young adults. Coordinates youth services activities with other principal divisions in the library. Participates in the selection, acquisition and maintenance of library materials to meet the educational, recreational and information needs of children and youth. Develops and delivers library programs and services for children and youth. Performs a variety of standard library duties to assist patrons; provide information, assist in locating materials and demonstrate proper use of reference resources. Work is performed under the general supervision of the Public Services Manager.

PRIMARY DUTIES AND RESPONSIBILITIES:

(The following are not intended to serve as a comprehensive list of all duties performed in this classification, and are a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties).

General Duties

- Assists in ensuring the delivery of high quality library services to the community.
- Builds and maintains responsive, effective relationships with internal and external customers.
- Supervises, trains, assigns, inspects and evaluates the work of volunteers; interviews prospective volunteers, coordinating with the Administrative Services Manager.
- Provides direct public service, assisting and answering patron inquiries, placing holds, notifying patrons of holds to pick up, finding items, referring to reference, and providing library orientation to new patrons.
- Interacts with patrons in-person, by telephone, or electronically.
- Represents the library at community organizations and programs.
- Assists patrons in the use of library computers, databases, and equipment.
- Uses a variety of library software applications.
- Interprets and explains policies and procedures for patrons and staff, investigates and resolves complaints and problems.
- Instructs library patrons in the use of the library, including classification system and other reference and library tools.
- Provides general reference services to patrons of all age groups.
- Performs other duties as assigned or required.

Collection Management

- Selects library materials for children's collections; makes recommendations to Collectors on adult materials; assesses, develops and maintains children and youth collections.
- Evaluates materials' collections to best support schools and home school groups within budget limitations.
- Participates in the development and implementation of the Library materials budget.
- Participates in the development and implementation of standards and methods for selection, review, replacement, and weeding of the Library's collections
- Promotes the children's collections by creating displays and through the use of print, web and other media.

Programming, Training, Technology, Reference Assistance

- Provides professional reader's advisory and reference services to youth, parents and educators; evaluates needs and interests of patrons; determines most efficient tools to gain access to

information; suggests materials according to patron needs and interests and provides booklists as needed.

- Provides outreach programs commensurate with community needs and library goals and objectives; establishes programs and services for parents, individuals and agencies providing child care and other professionals in the community who work with children.
- Plans and presents reading programs and special events for youth based on their developmental needs and interests; develops and presents a wide variety of programs; selects and utilizes skilled resource individuals to present programs.
- Develops, plans and implements youth services library programs; reviews with Public Services Manager; assists Director in policy development.
- Coordinates and provides oversight of program presenters and volunteers.
- Plans and implements summer reading program for youth, writes program descriptions, promotes and coordinates programs with schools and agencies serving youth, solicits volunteers.
- Establishes and maintains positive, supportive and cooperative relationships with schools and home school groups; determines needs of schools and home school groups through direct communication with educators, students and families; provides library skills instruction to support curriculum.

KNOWLEDGE AND ABILITIES:

(Depending on work assignment, some or all of the following may apply).

Knowledge of:

- Library functions, methods and organization.
- Library practices, policies, procedures, terminology and equipment.
- Material selection methods and review resources.
- Materials ordering vendors, technology and methodology.
- Cataloging principles and use of the online catalog.
- Reference and bibliographic tools, techniques and procedures.
- Youth programming, activities, and events.
- Theories of infant, child and adolescent learning and development and their implications for library services.
- Children's literature, audiovisual materials, computer resources and other materials which constitute a balanced relevant children's and young adult collection.
- Processes and procedures relative to the delivery of children's and youth services.
- Programming and community outreach activities.
- Circulation processes and procedures.
- Dewey Decimal system of classification.
- Library computer systems, software, and databases.
- Current technologies including the Internet, social networking and web-based tools.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Record-keeping techniques and practices.

Ability to:

- Communicate the purpose and values of the organization in a compelling and inspiring way.
- Multitask and work in a busy environment with frequent interruptions.
- Model professional behavior and encourage co-workers through ongoing interactions, teaching and role modeling.
- Develop, deliver, and effectively coordinate various children's and youth services and programs.
- Ensure the delivery of high quality children's and youth services to the community.
- Conduct public outreach activities and promote library services and resources.
- Assist in the coordination of library operations.

- Provide information to patrons in a tactful and courteous manner.
- Assist patrons in locating and utilizing library materials.
- Operate relevant computer systems including hardware and software, such as Microsoft Word, Excel, electronic databases, e-mail, and Internet navigation; as well as office equipment and security systems.
- Explain library practices, procedures and equipment.
- Provide information to patrons in a tactful and courteous manner.
- Assist patrons in locating and utilizing library materials.
- Learn and explain library practices, procedures and equipment.
- Exercise initiative and judgment in selecting and evaluating the work of program presenters.
- Prioritize, assign, and schedule work.
- Train and provide work direction to others.
- Determine appropriate action within clearly defined guidelines.
- Work independently with little or no direction.
- Establish and maintain effective working relationships with other staff, other libraries, community groups, library patrons, and the general public.
- Handle money transactions and prepare related financial reports required for cash reconciliation.
- Work cooperatively with others.
- Communicate effectively both orally and in writing.
- Maintain library in a neat and orderly condition.
- Monitor and maintain acceptable patron behavior in the library.

MINIMUM QUALIFICATIONS:

Master's Degree in Library and Information Science with Children's specialization, and five years progressively responsible children's library experience.

REQUIRED LICENSES OR CERTIFICATIONS:

- Washington State Librarian Certification

PHYSICAL DEMANDS

Must be able to stand, sit or remain in a stationary position for extended periods of time; move about inside and around the library; organize and arrange resources inside and outside of the library, including organizing books and other library resources on library shelves with a height of up to 6.5 feet; relocate and move carts weighing up to 150 pounds and boxes and bags weighing up to 50 pounds; regularly operate computers and other library equipment including copiers and printers; and communicate with library staff and patrons.

WORK ENVIRONMENT:

Work is generally performed inside in a library environment. Work is performed in varied schedules, including weekends and evenings. May have some exposure to angry or hostile patrons. Bookmobile work may be performed outside in the elements, including driving in inclement conditions.

Classification Specification: January 22, 2008
Amended: June 2017