

## **JOB DESCRIPTION**

### **YOUTH SERVICES LIBRARIAN**

Approved by the Cudahy Family Library Board on 09/12/20

#### ***REPORTS TO:***

Library Director  
Head of Youth Services Librarian

#### ***PURPOSE OF POSITION:***

The Youth Services Librarian provides library services and programs to children and young adults and assists in the maintenance and development of the youth print and media collections. The Youth Services Librarian also assists in the provision of reference services at the Adult Reference Desk and in emergency custodial situations.

#### ***ESSENTIAL FUNCTIONS:***

1. Organizes and conducts Library services and programs for children and young adults.
2. Advises the Head of Youth Services Librarian and the Library Director in regard to policies and procedures in the area of youth services and reference; writes reports and recommendations; implements decisions.
3. Selects and orders children's and young adult materials and maintains both collections as assigned by the Head of Youth Services Librarian and Library Director.
4. Conducts Library tours and outreach activities to acquaint students and those working with students with the Library's facilities and services offered.
5. Confers with teachers, parents, and community groups to promote the Library's youth services and promotes the services through flyers, classroom visits, news releases, and other types of publicity.
6. Provides assistance in the booking, setup, arrangement, and breakdown of the Library's meeting and study rooms as needed for use by the Library's staff or public.

7. May serve on the Youth Services Committee and the Young Adult Services Committee of the Milwaukee County Federated Library System (hereinafter "MCFLS") as the Library's representative regarding youth services matters. Promptly conveys information received to the Library Director for possible action.
8. When scheduled for a shift without a supervisor on duty, arranges for or performs custodial tasks to maintain a clean, orderly, safe and sanitary environment.
9. Provides reader's advisory service, reference and other patron assistance.
10. Monitors the behavior of patrons in the Library in the interest of maintaining order while on duty.
11. Maintains regular, predictable, and punctual attendance.
12. Maintains the confidentiality of Library and patron matters.
13. Performs other duties as assigned by the Library Director or her designee.

***PHYSICAL DEMANDS OF POSITION:***

1. Sitting, standing, walking, climbing, and stooping.
2. Bending/twisting and reaching.
3. Talking and hearing; use of the telephone.
4. Far vision at 20 feet or further and near vision at 20 inches or less.
5. Lifting, carrying: 40 pounds or less.
6. Handling: processing, picking up and shelving books.
7. Fingering: typing, writing, filing, sorting, shelving and processing.
8. Pushing, pulling: objects on wheels weighing 60-80 pounds.
9. Mobility: travel to meetings outside Library.

***MENTAL REQUIREMENTS:***

1. *Analytical skills:* Ability to identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information, resources available when making decisions.
2. *Problem-solving skills:* Ability to develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; and refer problems to the Library Director when necessary.
3. *Planning and organization skills:* Ability to develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
4. *Communication skills:* Ability to effectively communicate ideas and information both in written and oral form.

5. *Reading skills:* Ability to effectively read and understand information contained in bulletins, memorandums, and reports, etc.
6. *Creative decision-making:* Ability to evaluate or make independent decisions based upon experience, knowledge or training without supervision.
7. *Comprehension:* Ability to follow instructions verbally and in written form.
8. *Mathematical skills:* Ability to calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
9. *Time management:* Ability to set priorities in order to meet assignment deadlines.

***ENVIRONMENTAL/WORKING CONDITIONS:***

- Inside work environment
- Full-time or part-time, typically 28 hours per week
- Flexible hours of work: daytime, evening, and weekend hours

***EQUIPMENT USED:***

Book trucks, calculator, cameras, copy machines, change machines, computer workstations, digital projector, fax machines, scanners, printers, tablet devices, iPod and speakers, compact disc drives and software, microfilm/fiche reader/printer, cash register, self-checkout stations, screen magnifier, camera security system, building security system, telephones, Wii, and other AV equipment used at the Library. May also use interior and exterior tools and equipment to maintain the building and grounds.

***EDUCATION/LICENSE/CERTIFICATION REQUIREMENTS:***

- American Library Association accredited Master's degree in Library Science
- Eligibility for a Grade I Wisconsin Library Certificate
- Two years experience as a Children's Librarian in a public library
- Willingness and ability to complete course work necessary to maintain certification

***KNOWLEDGE AND SKILLS REQUIRED FOR THE POSITION:***

1. Skilled in use of software programs and technological hardware used in library applications.
2. Strong knowledge and working understanding of children's and young adult literature and youth services as they apply to the public library setting.

3. A minimum of two years of experience conducting children's and young adult programming in a library setting preferred.
4. Ability to communicate positively and effectively with the public in general when assisting them in meeting their reference needs and with children and students in particular.
5. Working knowledge of Library reference materials, aids, and procedures.
6. Maintain a working knowledge of electronic information technology, including Internet search skills and knowledge of basic software commands for patron assistance.
7. Ability to develop and maintain an understanding of Cudahy Family Library and MCFLS policies and procedures and the ability to explain them to the staff and public.
8. Willingness to maintain skills in the above-mentioned areas through active participation in appropriate library skills learning experiences.
9. Ability to maintain and foster cooperative working relationships with peers and supervisors.
10. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
11. Good internal and external communication and customer service skills.

### ***BACKGROUND INFORMATION***

Evidence of good character is determined from a criminal background investigation.

### ***WAGES AND BENEFITS:***

Set by the Cudahy Family Library Board.