



C.A. Friday Memorial Library Job Description

Position Title: Youth Services Librarian		Department: Library – Youth Services
Reports To: Library Director	Full-Time 40 hrs/week	FLSA Code: Non-exempt

Position Summary: The Youth Services Librarian develops, coordinates, and administers library services for youth, parents, and other adults who work with children. They are responsible for providing a welcoming library environment for children, teens, families and caregivers. This position serves as a part of our management team, and thus supervises any departmental staff who focus on children's and/or young adult services.

Essential Functions: These functions comprise approximately 70-100% of time on an average work day, but may fluctuate as business needs change. The Youth Services Librarian:
➤ Coordinates and manages Youth Services Department functions and responsibilities.
➤ Provides an outstanding patron experience to people of all ages and backgrounds.
➤ Establishes, plans, implements, and evaluates departmental goals and objectives with assistance from the Director.
➤ Analyzes, supervises, and administers collection development procedures for all formats of youth, teen, and parenting materials.
➤ Oversees, plans, participates in, markets, and evaluates programming and outreach for infants, toddlers, preschoolers, school age children, teens and their families and caregivers. Analyzes all events to ensure alignment with library mission and goals.
➤ Initiates and creates community partnerships; Serves as a liaison to various community groups and organizations. Gives presentations to promote library services, and represents the library to groups and at meetings related to children.
➤ Maintains familiarity with children's and young adult literature. Read professional literature & listservs to stay current on trends related to youth services.
➤ Oversees the solicitation, scheduling and activities of volunteers in Youth Services.
➤ Assists in writing and implementing grants or fundraising as assigned. Seeks funding opportunities for youth or family focused exhibits, collections, programs, outreach or other potential library services.
➤ Assists in maintaining an appropriate atmosphere in the library, interpreting and upholding the American Library Association's Code of Ethics and creating a library that is responsive to patron needs, welcoming to all, helpful, inspiring, and essential to the community.
➤ Assists in the development of departmental budget and oversees appropriate expenditure of funds.

➤ Knows and effectively interprets library policies and expectations for staff and library users.
➤ Provides reader's advisory services. Answers reference and information questions regarding children's and young adult materials and services. Assists customers in locating, selecting, and using materials and equipment, including electronic services.
➤ Participates as a representative of Friday Memorial Library at continuing education and professional development meetings and conferences relating to youth services

Other Responsibilities: These functions comprise up to 25% of time. The Youth Services Librarian:
➤ Works with library marketing staff to coordinate effective marketing of library programs, collections, and services through the Library's newsletters, website, press releases and social media.
➤ Compiles statistics for reports.
➤ Participates in meaningful professional development opportunities and effectively shares information and ideas with staff.
➤ Serves on library/city committees.
➤ Under supervision of Library Director, conducts interviewing and hiring of Youth Services Staff.
➤ Perform other duties as assigned.

The C.A. Friday Memorial Library Board of Trustees has reviewed this job description to ensure that essential functions and other responsibilities have been included. It is not intended to serve as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate and as business needs change.

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of public libraries; advanced knowledge of youth services.
- Experience working with children, parents, caregivers, and educators.
- Knowledge of current trends and developments in the library profession and in youth services.
- Experience in collection development; extensive knowledge of children's and young adult literature.
- Ability to develop and implement programs and services to children.
- Ability to demonstrate vision, strategic thinking, collaboration and inclusive leadership skills.
- Flexibility, adaptability and problem-solving skills. A willingness to embrace and drive change and growth.
- Excellent interpersonal, writing, and communication skills. Strong command of the English language
- Strong organizational skills with the ability to prioritize tasks and work independently.
- Strong skills in early literacy programs, services, and outreach.
- Innovative and creative in programming and services. Able to take vision and create real life implementation.
- Basic technology and computer skills including but not limited to internet use, social media, desktop publishing software and library catalog.

General Core Competencies: Communication, Cooperation and Teamwork, Project Management skills, Commitment to Quality, Customer Service, Professionalism, Critical Thinking and Problem Solving.

- **Communication** – Uses communication styles and methods effective for the situation and audience.
- **Cooperation and Teamwork** – Works effectively with diverse teams to achieve collective goals.
- **Commitment to Quality** – Improves work practices to achieve desired results.
- **Customer Service** – Ability to respond to our customers and anticipate their needs.
- **Professionalism** – Meets or exceeds workplace guidelines, standards and specifications.
- **Critical Thinking and Problem Solving** – Demonstrates the ability to make decisions, identify, analyze and solve problems, and take action as appropriate.

Organization Contacts: Library customers, library staff, City of New Richmond staff, partner and stakeholder groups, Friends of the Library, and the Library Board.

Education and Experience: Bachelor's degree and a minimum of 2 years' Youth Services experience, preferably in a public library, required. One (1) or more years supervisory experience preferred. Master's Degree in Library and Information Science or equivalent preferred. Must be willing to work Saturdays and evenings.

Physical Requirements: This position consistently requires the ability to stand, work with hands and fingers to manipulate objects, and retrieve and replace materials on shelves at various heights. Must possess visual acuity sufficient to see at close-up levels and perceive depth. Position frequently requires sitting, walking, bending at the waist, twisting the upper body, reaching, talking, hearing, and the ability to adjust vision as needed. At times, it entails lifting and carrying up to 35 pounds, sitting, climbing, balancing, and crawling. Occasionally, it may involve pushing of up to 75-100 pounds, kneeling, and crouching.

Working Conditions: Work in a library environment directly with the public; sustained posture in a standing, walking or seated position for prolonged periods of time; perform bending, lifting and pushing; perform repetitive hand and arm motions for prolonged periods of time; exposure to computer screens for prolonged periods of time.

*The Friday Memorial Library is a department of the City of New Richmond.
The Library is an Equal Opportunity employer.*