



Position Description

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|---------------------------------|--------------------------|
| <b>Job Title</b>                | Youth Services Librarian |
| <b>Department</b>               | Library                  |
| <b>Employment Status</b>        | Full time                |
| <b>Exempt/Non Exempt Status</b> | Exempt                   |

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| <b>Scope of Work</b>   |   |
| This position provides and promotes services, programs and library operations to the young people and families of Waupaca and the surrounding areas. |   |
| <b>Supervision</b>   |   |
| <b>Received</b>  | Library Director  |
| <b>Exercised</b>   | Supervises Assistant Children’s Services Librarian, Children’s Program Librarian, Teen Librarian, Library Assistants and Pages. |

**Teamwork**

- Relationships/interactions with teammates
- Problem solving. Thinks creatively and provides ideas on how to better perform tasks and responsibilities.
- Speaks respectfully and courteously to patrons and teammates.
- Job knowledge – asks supervisor when there is a question or concern about library policy or job tasks.
- Demonstrates a willingness to learn from teammates and take direction.

**Customer Service**

- Is fully present. Gives customer their full attention
- Demonstrates a commitment to offer the best customer service
- Is tactful, courteous, honest and diplomatic to patrons on the phone and in person
- Promotes a positive public image to patrons and teammates

**Essential Job Functions** The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Performs collection development and maintenance to provide current and popular materials to the public; reads professional journals and reviews; compares core collection to recommended reading lists; selects items and arranges purchase; weeds out damaged or outdated items; reviews items for repair or discard; reports budget spending and maintains records of expenditures.
- Performs in-house programming to promote literacy and library resources to the community; plans, schedules, implements and evaluates programs; performs marketing activities to promote library services and programs; e.g., creates promotional materials; updates website and utilizes social media; speaks to community groups and makes appearances on local radio and TV.
- Performs outreach services in the community including school visits and participation in local service organizations to promote library services and increase circulation.
- Provides assistance to patrons; participates in programs; answers reference questions; shows patrons how to use catalog and computer systems; instructs on resources available; supervises operation of circulation desk; registers computer users, Internet users and A/V equipment; provides reader advisory services; assists in Adult Department when needed.

### Other Job Functions

- Performs related duties as assigned.

### Requirements of Work

Graduation from an accredited college or university with a Master's Degree in Library and Information Science preferred and 1 – 3 years of Youth Services librarian experience (more experience may substitute for less education); or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

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|---------------------|--|
| <b>Knowledge of</b> | <ul style="list-style-type: none"> <li>• Youth literature, programs, policies and procedures</li> <li>• Library services and procedures, including the circulation and security systems</li> <li>• Business English (grammar, spelling, punctuation and tone)</li> <li>• The use of standard office equipment including computers and relevant software</li> </ul>                         |
| <b>Ability to</b>   | <ul style="list-style-type: none"> <li>• Provide effective leadership to youth services staff and programming</li> <li>• Work well with youth and teens and foster their interest in reading</li> <li>• Communicate effectively both orally and in writing</li> <li>• Establish and maintain effective working relationships with supervisors, coworkers and the general public</li> </ul> |
| <b>Skill in</b>     | <ul style="list-style-type: none"> <li>• Public relations</li> <li>• Organization and time management</li> <li>• Creative thinking and problem solving</li> </ul>  |

### Necessary Special Requirements

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to

successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed indoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents and vibrations.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.