



Position Description YOUTH LIBRARIAN

Department: Library

Reports To: Library Director

FLSA: Non-exempt

Purpose of Position

Under direct supervision of the Library Director, provides library services that promote enjoyment of reading for youth, parents, and teachers. Provides youth programming. Works to improve the quality of the general collection and particularly the youth and juvenile departments. Performs related duties as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Responsible for programming story and craft sessions for community youth and school groups.
- Reader advisory to young people, parents and teachers in the community.
- Reads book reviews; purchases youth books and other materials; recommends purchase of materials relating to other library departments.
- Creates displays within the youth areas.
- Selects, manages and weeds materials in the youth and juvenile areas.
- Attends State and regional conferences and workshops to increase knowledge of library operations, specifically youth operations.
- Provides patron assistance for circulation; assists patrons with reference requests.
- Schedules and coordinates elementary class visits.
- Recruits and trains volunteers for youth activities.
- Oversees student clerks, monitors their performance, and reports any significant problems to the Assistant Director or Director.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Sorts mail; assists with processing new materials.
- Meets and greets the public in person and on the phone.
- Performs miscellaneous clerical duties as necessary.
- Other duties as apparent or assigned.

Minimum Education or Experience Required

Four to five years related experience and/or training, or bachelor's degree from a four-year college or university; or equivalent combination of education and experience.

Preferred Education or Experience Required

Five to six years related experience and/or training, or bachelor's degree from a four-year college or university and one to two years related experience and/or training; or equivalent combination of

education and experience. Bachelor's degree, preferably in a field relating to library operations, children's literature, and/or child development. At least one year of related experience in public library operation, specifically relating to youth programs or equivalent. Work toward a Master of Library Science.

Other Requirements – Certificates/Licensures

- Attends and completes training to meet State Library of Iowa Youth Services Endorsement.

Knowledge, Skills, Abilities

- Knowledge of children's literature and reading development; knowledge relating to child psychology.
- Ability to establish and maintain proper working relationships with superiors, co-workers and the public; ability to work with children.
- Ability to solve a wide range of intellectual and practical problems; ability to understand non-verbal symbolism and to comprehend the most abstract concepts.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages.
- Ability to compose original correspondence; ability to interview, counsel or advise people; ability to evaluate technical data.
- Knowledge of public library operations including the Dewey Decimal System.
- Knowledge of personal and network computer operations. Proficient user of Microsoft Office programs, internet browsers, and familiarity with mobile devices.
- Ability to maintain confidential information.
- Knowledge and understanding of reference tools, research skills, general literature and basic library principles, procedures, technology, goals and philosophy of services.
- Knowledge of English grammar, spelling and composition.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Circulation/catalog computer software, network computers, database software, spreadsheets, and word processing software, calculator, microfilm reader/printer, typewriter, photocopier, fax machine, telephone, variety of library and commercial software programs including Windows and Mac operating systems, CD-ROM equipment and software, and the internet.

Supervision

None.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities

required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment. The job requires sitting for extended periods of time, and the work may expose the employee to unpleasant social situations and significant workplace pressure. Position may involve evening and weekend workhours.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Library Director

Date

Library Board of Trustees, Chairperson

Date