

## **JOB DESCRIPTION: YOUTH SERVICES LIBRARIAN**

**Full Time / 40 Hours Plus Benefits**

### Summary of Job Responsibilities:

Performs a wide variety of library work in the youth services area to assist younger patrons with daily operational needs of the library.

### Job Duties:

Provides service at the children's services desk, including reference/homework help, checking materials in and out, and collecting fees; collection development; readers' advisory; instructing patrons how to use the online catalog; shelf maintenance, including shifting and weeding materials; programming for children and teens; outreach at the schools and local daycares; promoting the children and teen services in the community; assisting with special projects; general cleaning; attending staff meetings to discuss ideas for improvement; applying all Board-approved policies and administrative procedures; and other duties as assigned.

### Supervising Authority:

Supervises volunteers assigned to the Children's Services Area. Directs library assistants when working in the children's area.

### Special Working Conditions:

Work is performed primarily in a library environment. This includes both sitting and/or standing for long periods of time. The employee will need the ability to lift heavy items from high and low settings; sufficient vision or other powers of observation for reading, sorting, shelving, retrieving library materials, and using a computer; and general mobility skills.

### Minimum Qualifications:

Substantial technology skills and at least three years working with children.