



Position Title: Youth Services Librarian
Reports To: Head of Youth Services
Supervises: Departmental volunteers, as directed

Department: Youth Services
Status: Exempt
Date: April 22, 2024

Summary of Function:

Under general direction, performs a wide range of professional tasks related to the operation of the Youth Services department, with primary focus on literacy programs and activities; summer reading program planning and delivery; outreach activities with local organizations and schools; and integration of emerging technologies into departmental offerings.

Job Functions:

- Acquires and maintains knowledge in youth literacy development and public library “best practices” for supporting literacy development.
- Plans, publicizes, executes, and evaluates youth literacy programs and activities for children, parents, and caregivers.
- Develops bibliographies, tip sheets, and other informational pieces in various formats to promote and support literacy development.
- Offers literacy and emergent reading expertise to staff and patrons.
- Serves as liaison for outreach programs and activities with local organizations, schools, and home schools in the promotion of literacy and library services.
- Attends professional meetings, conferences, and training sessions for professional development.
- Assists with summer reading program planning and delivery.
- Conducts bibliographic instruction and tours.
- Participates in collection management, including acquisitions, weeding, and inventory.
- Provides direct customer service through reference, readers’ advisory, story times, and related library activities.
- Proposes and introduces current and emerging technologies into the programs and practices of the Youth Services Department and helps train the children’s staff in their use.
- Helps maintain the content of the Youth Services website and social media outlets.
- Maintains membership in relevant professional organizations and forms productive relationships with other agencies providing youth literacy programs and resources.
- Initiates, participates and collaborates in the library profession beyond MRLD.
- Initiates, participates and collaborates with MRLD staff on projects and committees.
- Participates in activities such as staff meetings, committee work and trainings.
- Performs all other duties as assigned.

Qualifications:

- Bachelor’s degree from an accredited college or university is required. A Master’s Degree in Library Science accredited from ALA is preferred. One year experience working with children is required. Will consider equivalent combination of education and experience.
- A general understanding of public library service is required.

- Knowledge of children's literature is required, as well as an awareness of current trends in youth services.
- Strong organizational skills.
- Knowledge of Internet search tools, online reference sources, Microsoft Windows and Office applications, and related technologies is required. Knowledge of electronic resources including mobile technologies, social media and downloadable E-books is strongly preferred.
- Ability to communicate effectively, both orally and in writing. Bilingual Spanish/English skills preferred.
- Able to build strong working relationships, internal & external to the organization.
- High level of interpersonal skills and integrity.
- Able to apply common sense understanding to carry out instructions furnished in written or oral form.
- A flexible team player with the ability to work successfully in a changing environment.
- Ability to perform all duties and responsibilities in a timely and effective manner in accordance with policies, programs, and guidelines to achieve the overall objectives of the position.
- Passionate about the mission of public libraries. Comfortable with the principles of intellectual freedom.

Working Environment:

Performs job in a library setting with some hectic or demanding situations. It includes work at a PC monitor. Extended periods of standing are required in some instances. Job involves working a varied schedule, including evenings and weekends, which may change periodically. Encounters situations that involve behavioral issues. Position involves frequent interruptions with maximum flexibility required. Occasional travel may be required.

Physical Activities:

Ability to lift books and other materials and move heavy book carts. Some bending and stooping required. Specific vision abilities required by this job include close vision and the ability to adjust focus.