

Merrill Memorial Library Youth Services Librarian

Summary of Responsibilities:

A Full Time Position under supervision of the Director.

Responsibilities include working with the public and other library staff to provide a wide range of library services to children and families.

Job Qualifications:

- Ability to give friendly, helpful service to patrons of all kinds.
- Ability to communicate effectively with patrons and staff.
- Ability to work independently
- Requires a working knowledge of the principles and practices of professional library work and youth services in particular.
- Requires sound judgment, initiative, tact, courtesy, enthusiasm, attention to detail, an organized office and the ability to work as a team with a small staff, makes adjustments to best meet the needs of the patrons.
- Requires a thorough knowledge of young adult literature and appropriate techniques for working with young adults.
- MLS Preferred; Bachelor's and related experience required.
- Knowledge of consortium lending practices.

Characteristic duties and responsibilities:

- Maintains professional and courteous relations with public, staff, and volunteers.

Staffs Juvenile/Young Adult Area

- Greets, assists, and refers library users according to their needs and performs a wide range of clerical public contact duties.
- Uses automated circulation system to lend materials to library users including checking materials in and out, processing holds, registering borrowers, collecting fees, informing patrons of the status of their accounts, and conveying information about library policy.
- Opens and closes library building, answers telephone.
- Instructs patrons needing help on library computers/laptops/tablets/phones
- Assists patrons and performs basic trouble shooting on various devices and equipment.

Juvenile/Young Adult Reference and Reader's Advisory

- Assists patrons on the selection of reading materials appropriate for their needs and assists in interpretation of library materials.
- Answers reference questions and conducts research as needed.
- Maintains suggested reading lists for various ages
- Delivers and picks up library materials from patrons during covid19 pandemic and other situations that deem it necessary.

Juvenile/Young Adult Programs

- Plans and presents programs and activities for diverse age groups, to encourage reading and stimulate use of the library including summer reading programs, school tours, class visits, outreach programs, and special events.
- Participates with other community agencies to extend and promote library programs.
- Covers programs in the absence of the Children's Librarian

Juvenile/Young Adult Library Collection:

- Responsible for adhering to allocated budget.
- Selects materials by reading professional journals, evaluates reviews, patron requests, and popular trends.
- Evaluates and implements improvements in collection, adding, weeding and withdrawing as needed.
- Assists in cataloging and processing young adult and juvenile books.
- Shelves, reads, and organizes materials in young adult and juvenile collection.
- Repairs books.
- Evaluates juvenile & youth services programs and materials - implements improvements.
- Solicits donations
- Creates & maintains displays and develops bibliographies & brochures
- Attends workshops, meetings and conferences as appropriate.
- Performs additional duties as assigned.

Peripheral Responsibilities:

Checks library materials in and out.
Processes overdue fines
Inputs patron data to operating system.
Maintains necessary operating records.
Processes ILL materials as needed.

Performs a variety of miscellaneous duties such as answering phone, running errands, picking up supplies needed for activities, arranging for use of library facilities, setting up tables and chairs for classes, etc.

Must be available to work one evening/week and 1 Saturday/month in rotation with all other staff.

Attends professional library conferences, seminars and network committees, reads professional literature, attends and participates in staff meetings

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) MLS preferred, bachelor's degree in library science, youth literature or a closely related field, and
- (B) Prior experience in an automated library setting are required

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of the principles and practices of modern library systems, library circulation, processing and classification systems; Working knowledge of basic office procedures and the use of computers and various electronic devices.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to accurately maintain library filing systems; Ability to orally communicate effectively; Ability to establish and maintain effective working relationships with patrons, employees, supervisors, and the general public.

TOOLS AND EQUIPMENT USED

Library computer system; other personal electronic devices as necessary (copy, scan and fax, ereaders, smart phones, tablets and projection a/v equipment)

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 frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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 generally moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.