CITY OF HIAWATHA, IOWA

Youth Services Librarian

DATE: Adopted 08/07, Revised 7/18, Revised 2/24, Revised 10/26

CLASSIFICATION:
Non-Exempt

DEPARTMENT:
Library

JOB DESCRIPTION:

Summary/Objective

It is the responsibility of the Youth Services Librarian to manage public services for youth and to select all material for the youth collection in accordance with the policies established by the general municipal policies and the program policies of the Library Board with the goal of providing maximum library service.

DISTINGUISHING CHARACTERISTICS:

The Youth Services Librarian is under the supervision of the Library Director. Takes direction from the Library Circulation Manager regarding circulation duties and scheduling.

ESSENTIAL FUNCTIONS:

Employer may make reasonable accommodations to enable individuals with disabilities to perform the essential functions.

- Creates and implements a regular schedule of youth programs and events
- Works collaboratively with other staff, City staff, community partners and consortia partners, to create, plan and implement library programs aimed at reaching a wide variety of ages and a broad audience
- Employs various strategies and methods to market programs to a broad audience
- Assists with writing articles, maintaining community contacts, and uploading events to various electronic sources
- Assists with development and coordination of adult, youth, and teen programs
- Schedules and conducts outreach to schools, preschools, and daycares
- Conducts tours of the library for youth and visiting classes
- Keeps a record of program attendance
- Evaluates, selects and orders all materials for the youth collections of the library
- Maintains youth programming and materials budget, keeping a record of all expenditures, including contracts, check requests, tax documents, and other receipts
- Seeks grants, donations, and other sources of funding for juvenile programs and library materials
- Issues library cards, collects fees, calls users and updates patron records on systems. Sorts materials for shelving; answers telephone and directs calls; assists users with technology
- Responds to and resolves sensitive citizen inquiries and complaints
- Answers patrons' directional and procedural inquiries
- Provides information and reader's advisory services as needed
- Answers reference questions
- Shelves materials and maintains the orderly arrangement of materials

- Performs circulation duties
- Attends professional meetings and workshops; affiliates with state professional organizations
- Attends continuing education programs
- Maintains currency of knowledge of library and programming trends
- Possesses the ability to work in an environment of shifting priorities and frequent interruptions, hectic pace and interaction with staff and public
- Works a flexible schedule that includes day, night and weekend hours, including hours outside of regularly scheduled time
- Assists other city departments and any other duties as assigned

QUALIFICATIONS (POSITION REQUIREMENTS AT ENTRY):

- Firm knowledge of organization and operation of the library
- Current principles and practices of library science
- Awareness of current social, cultural, and educational topics and trends
- State and federal library legislation
- Books, authors and book classification
- Knowledge of children's and young adult literature
- Knowledge of programming and outreach for youth
- Knowledge of child development and literacy instruction for youth
- Knowledge of budgeting, fundraising and grant writing
- Experience with graphic design and marketing
- Modern office procedures, methods and computer equipment
- English usage, spelling, grammar and punctuation

SKILLS AND ABILITIES (POSITION REQUIREMENTS AT ENTRY):

- Ability to independently plan, organize and coordinate work
- Ability to collaborate
- Ability to exercise good judgment and use of critical thinking skills
- Ability to provide excellent customer service
- Ability to work with diverse socio-economic, cultural and ethnic backgrounds of patrons and staff
- Ability to communicate and develop positive relationships with children
- Ability to create an atmosphere for programs that results in a pleasant, positive learning experience including dealing with disruptive or inappropriate behavior
- Ability to motivate children to read
- Ability to identify and respond to community and organization issues, concerns and needs
- Ability to analyze the children's needs for library services and programs
- Ability to prepare and present public presentations
- Ability to develop and administer goals, objectives, and procedures
- Ability to analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals
- Ability to interpret and apply federal, state and local policies, laws and regulations
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to establish and maintain effective working relationships with those contacted in the course of work
- Ability to follow all safety rules and regulations
- Ability to utilize computer technology used for communication, data gathering and reporting
- Ability to communicate and possesses interpersonal skills as applied to interaction with coworkers, supervisor, the public, etc. sufficient to exchange or convey information and to receive work direction

TRAINING AND EXPERIENCE (POSITION REQUIREMENTS AT ENTRY):

Four-year undergraduate degree with major in library science coursework or equivalent and one year of experience in library work or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential duties of the job such as those listed above. One-year public library and administrative experience desired. State of Iowa Public Librarian's Certificate recommended.

LICENSING REQUIREMENTS (POSITION REQUIREMENTS AT ENTRY):

None.

ESSENTIAL PHYSICAL ABILITIES:

Positions in this class typically require standing, mobility, fingering, talking, hearing, seeing and repetitive motions.

Ability to exert up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Ability to perform sedentary work that involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SUPERVISORY RESPONSIBILITY:

This position has no supervisory responsibilities.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time position. General hours of work and days are dictated by library hours of operation. The library is open seven days a week. Hours of operation are anytime between 8 am and 8 pm. Evening and weekend work are required as job duties demand.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURES:

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____