



Job Title: **Youth Services Librarian**
Department: Youth Services
Reports to: Youth Services Department Head
Supervises: N/A
FLSA Status: Exempt
Pay Grade: 5
Job Classification: Librarian II

OVERVIEW:

The Hussey-Mayfield Memorial Public Library has a long history of providing innovative, life-enriching services to the growing communities of Zionsville and Whitestown, Indiana. Our staff embraces cutting-edge technologies, develops modern amenities, and offers personalized, up-to-date services. We promote collaborations and foster knowledge and entertainment throughout the community.

We are an Equal Opportunity Employer.

JOB SUMMARY:

The Youth Services Librarian assists in the delivery of the various services offered to children as well as their parents and caregivers. Duties include customer service, reference, collection development, planning and implementing programming, off-site outreach visits, and library promotion.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans and delivers a variety of programs (in person and virtual) for children and family, including after school programs for elementary aged children, Tween Council, outreach initiatives, and online programming.
- Assists patrons in selecting and locating appropriate materials and information.
- Attends/participates in staff meetings and planning departmental retreats.
- Assists with various tasks that contribute to the successful operation of the Youth Services Department.
- Markets Youth Services programming, by promoting programs in the Library and at community events, writing blog posts, completing marketing request tickets, and coordinating with the Marketing Department.
- Contributes written programming information to the weekly Library newsletter.
- Recommends the purchase of youth titles to the Technical Services Department.
- Assists with weeding and identifying needs in the youth collection.
- Provides reference and information services in person at the youth services desk, online via chat and email, and over the telephone to patrons via online LibChat, askaLib emails, and telephone inquiries.
- Participates in assigned monthly patron database maintenance by checking links via the Library website and keeping track of changes and marketing initiatives.

- Assists patrons with the use of digital library services and tools and maintains a current and working knowledge of the Library’s database.
- Collaborates with Youth Services coworkers on projects and programs.
- Creates seasonal or timely book displays.
- Attends and participates in professional group meetings, trainings, and conferences and stays current on new trends and innovations in libraries and youth services.
- Maintains required certification. Tracks and maintains records of earned continuing education credits (LEUS and TLEUS)
- Effectively manages department, patron and personal work emails by replying to requests in a timely manner.
- Completes departmental cross-training to provide basic needed coverage in other areas on an as-needed basis.
- Fulfills duties as “Person in Charge (PIC)” during various shifts.

NON - ESSENTIAL DUTIES AND RESPONSIBILITIES:

The intent of this job description is to provide a representative summary of the major duties and responsibilities of the position. There may be other duties as assigned.

EDUCATION, WORK EXPERIENCE REQUIREMENTS AND PREFERENCES:

- Required: Master’s Degree in Library Science from an ALA-accredited program.
- Required: Indiana Public Library Librarian Certification Level 3 or above (or the ability to attain a temporary permit or certification within 6 months).
- Required: Valid Indiana Driver’s License or the ability to attain one within 6 months of hire.
- Required: Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, Publisher), printers, copiers, telephones, projectors, popular tablets and eReaders.
- Preferred: Previous experience working with children.
- Preferred: Previous library experience.

PHYSICAL DEMANDS:

- **Frequently:** reading, writing, eye-hand coordination, standing, sitting, walking, bending, pushing, and pulling
- **Rarely:** driving, climbing, crawling, lifting items 15-20 pounds, sitting for extended periods.

The job candidate must be able to perform each essential function satisfactorily, either with or without a reasonable accommodation.

Employee Name Printed

Employee Signature

Date

Manager Signature

Date

Human Resources Manager Signature

Date

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