

**SPRING LAKE DISTRICT LIBRARY
JOB DESCRIPTION**

YOUTH SERVICES LIBRARIAN

Supervised by: Library Services Manager
Job Classification: Full-time, Exempt
Wage: Starts at \$45,000 per year

Position Summary:

Under the supervision of the Library Services Manager, the Youth Services Librarian oversees the Youth Services department, which includes planning and executing library programs for children and youth, marketing youth library services in the community, creating marketing materials such as posters, flyers, and brochures, providing collection development and evaluation of the youth services collection, and providing reference and information services to patrons of all ages.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plan, organize, direct and participate in all aspects of the youth services department. Participate in the hiring of department employees. Assign work, provide daily supervision of staff and volunteer work in the youth department, and oversee training and professional development for youth topics.
2. Manage the youth collections in accordance with SLDL collection management standards, including participating in the selection and de-selection processes.
3. Plan and promote the spring and summer youth reading programs as well as other reading related programs.
4. Create, organize and execute children's programs including storytelling, baby and toddler time, and other programs for children and young adults. Plan and participate in movement activities, games and songs. Construct and manipulate craft materials and puppets and use them to illustrate stories.
5. Prepare and set up imaginative and creative displays to attract attention and interest in youth and adults who work with youth.
6. Market youth services in the community through school visits, teacher contacts, day care visits, community outreach events, and speaking engagements to community groups.
7. Promote reading and literacy for all ages, at the library and in the community.
8. Conduct tours and book talks to acquaint new patrons and schools or other community groups with library functions, services and materials.
9. Create reading lists on school subjects and leisure reading for youth, parents, teachers, or community groups.
10. Compose, create, and distribute publicity to promote youth services to the community. Use technology and social media to promote reading and library activities.
11. Work at the Adult and Youth Reference Desks as assigned by the Library Services Manager to provide reference and information services to patrons of all ages.

12. Serve on committees concerning the planning, development, and expansion of library services.
13. Engage in regular professional development.
14. Perform other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Bachelor's degree in a relevant field required. Master's degree in Library and Information Science from an ALA accredited college or university preferred.
- Professional Librarian's Certificate from the State of Michigan or credentials to qualify for certification.
- One or more years of progressively more responsible experience working in a public library preferred. Successful experience as a youth librarian in a public library preferred.
- Working knowledge of the principles, methods, and practices of public library operations required.
- Proficient with common software. This includes using various web-based platforms, including social media sites and website management software. Working knowledge of public library computer hardware and software required.
- Working knowledge of basic reference resources, both print and digital.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to establish and maintain courteous and effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, library staff, community groups and others.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to travel on library business or for professional development as needed.
- Ability to work occasional evenings and weekends.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office to travel to other locations. The employee must occasionally travel to other sites, and may need to lift and/or move items of light weight. The noise level in the work environment can vary, depending on the activity.