

Library Youth Services Librarian

DEFINITION

The Youth Services Librarian provides a range of services in support of the general operations of the library, with an emphasis on services geared towards those under the age of 18.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Checks materials out to borrowers and assists with self-check;
- Directs borrowers to return intake and manages emptying return bins in the sorting room;
- Processes items received via delivery, interlibrary loan, and in the exception bin;
- Sorts, shelves, and checks library materials;
- Directs staff shelving priorities;
- Registers new borrowers and updates library accounts;
- Responds to reference and reader's advisory questions;
- Oversight of the interlibrary loan program, placing reserve and interlibrary loan requests for patrons;
- Provides orientation and instruction to patrons regarding library policies, services, resources, and facilities;
- Enforces library policies established by the Board of Library Trustees;
- Manages preschool story time on a weekly basis;
- Furnishes the Library collection with materials with an emphasis on materials appropriate for children and teenagers;
- Works with Pentucket Regional School District and other organizations and institutions serving youth to provide library services;
- Responds to Library correspondence via telephone or email, performs requested service and/or directs inquiries to appropriate staff member;
- Assists visitors with computers, faxing, scanning, and copying;
- Assists in setting up and presenting department programs and displays; and
- Attends workshops and training programs in order to maintain knowledge of library services.

SUPERVISION RECEIVED

Under the general direction of the Library Director, the employee plans and prioritizes the work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

SUPERVISION EXERCISED

The employee, as a regular and continuing part of the job, leads other workers in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as is done by the group led. The employee provides training to new employees; reports to the supervisor on disciplinary problems, performance and training needs of employees; resolves simple, informal complaints of employees and refers others to the supervisor; may approve leave for a few hours or for emergencies.

JUDGMENT AND COMPLEXITY

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, regulations and precedents which may be complex. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting and applying federal, state and local regulations.

NATURE AND PURPOSE OF CONTACTS

Relationships are with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Employee has access to some confidential and sensitive information in the performance of their duties.

EDUCATION AND EXPERIENCE

Bachelor's degree in library science or related field, and 2 to 3 years of related experience; or any equivalent combination of education, training, certification, licensure and experience.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of library services, practices and information resources. Familiarity with online databases, Internet searching, social media and library automation. Knowledge of proprietary databases and shared circulation software. Familiarity with children's literature.

Abilities: Ability to work independently with a high degree of accuracy; ability to use a variety of computer software programs as well as print and electronic resources. Ability to respond to patron requests for information and services in a knowledgeable, clear and cordial manner.

Skill: Proficient written, oral and interpersonal communication skills; proficient organizational and customer service skills.

WORK ENVIRONMENT

The majority of work is performed in an office setting typical to a public library.

PHYSICAL, MOTOR, AND VISUAL SKILLS**Physical Skills**

The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.