



POSITION DESCRIPTION

Title:	Youth Educational Services Librarian	Department(s):	Library
Reports to:	Library Director	Location:	Irvin L. Young Memorial Library
FLSA:	Exempt	Pay Grade:	Salary Resolution
Shift:	Various	Status:	Full-Time
Bargaining Unit:	None	Date:	October 18, 2022

JOB SUMMARY

This position is responsible for performing a variety of professional Library duties relating specifically to the children and young adults collections, to include curriculum development, collection development, marketing, and research assistance and instruction for children ages 0-18.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.

- Review, evaluate, select, inventory, maintain, classify, organize, and de-select materials in all formats for children aged 0-18.
- Assist youth in selection of instructive and enriching materials in all formats.
- Plan and teach early literacy skill development for children and families.
- Plan and implement fun and enriching events for youth and families which encourage reading and library use.
- Supervise use and maintenance of public computers in youth area.
- Market and publicize the youth educational services department through all media formats, to include, but not limited to print media, local cable television, local radio, and social media.
- Maintain the budget for the department's materials and programming.
- Serve as public library liaison to local school libraries, daycares and other community organizations that serve children and their caregivers.
- Participate in system-wide programs such as the annual summer reading programs and Battle of the Books.
- Prepare statistical reports for departmental services, classes, and events.
- Maintain files and records.
- Attend and participate in continuing education and professional meetings.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Assist in providing research assistance and readers' advisory service to customers of all ages.
- Perform other related duties as assigned.
- Respond to alert of building security, as needed, if domicile is within ten miles of Library building.

PERFORMANCE STANDARDS

- Actively support the Library's mission.
- Maintain patron confidentiality and library rights.
- Adhere to the City of Whitewater policies.
- Adhere to the American Library Association's Library Bill of Rights, Code of Ethics, Freedom to Read Statement and Freedom to View Statement.
- Convey a courteous and professional attitude.
- Maintain contemporary knowledge of library practices.
- Foster and maintain positive public relations for the Library within the community.

SUPERVISION RECEIVED AND/OR EXERCISED

- Work under general supervision of Library Director, or, (in absence of Library Director) Assistant Library Director, however, performs recurring job duties independently.
- Organize work, classes, and priorities with minimal supervision from Library Director and/or Assistant Library Director.
- Some opportunity exists in deciding appropriate procedures, guidelines and methods, while managing time effectively and responding to questions independently.
- Exercises general supervision over one seasonal part-time employee and, at times, may supervise other non-exempt library staff or volunteers in the absence of the Library Director and the Assistant Library Director.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Master's degree in Library Science from an ALA-accredited institution

Language Skills

- Ability to communicate orally and in writing in English.
- Ability to train others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.

Mathematical Skills

- Ability to perform cashier duties accurately.

Reasoning Ability

- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation, perform duties with a minimum of supervision.

Other Qualifications

- Knowledge of public library principles, practices, operations, and collection organization.
- Genuinely enjoys children and values the opportunity to be a part of their lives.
- Knowledge of child and adolescent growth and development and ability to incorporate that knowledge into creative instructional curriculum development.
- Extensive knowledge of literature and materials for children and youth.
- Effective communication with customers and staff in tactful, diplomatic, and friendly manner.
- Substantial knowledge of computer operations, computer proficiency and experience and able to teach computer skills.

- Ability to effectively meet and interact with the public.
- Ability to work effectively in cooperation with fellow employees as a member of the staff team.
- Resourcefulness and creativity in approach to requests.
- Ability to make presentations to varying sized groups of children and adults.
- Ability to meet the flexible scheduling needs of the Library.
- Ability to work in and maintain an environment that deals with sensitive and confidential information.

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 required to spend extended periods of time interacting with library users. Communication requirements are to be able to successfully answer questions about library materials, services, programs, and the physical locations of materials, services, programs and facilities.
- The employee must be able to identify materials and locate them in the library.
- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, Integrated library automation system, microfilm equipment, audio and video equipment and/or materials used in performing essential functions.
- Ability to operate various pieces of office equipment.
- The employee is required to perform sedentary to light work, primarily in the handling and moving of physical materials.
- Stamina to work for up to eight hours in a shift. High energy to deal with the public for sustained periods while maintaining positive and enthusiastic communication

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 moderately quiet.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.

The City of Whitewater is an Equal Employment Opportunity. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

SELECTION GUIDELINES

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- Nothing in this job description reflects management's right to assign or reassign duties and responsibilities to this job at anytime. 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.

Employee Acknowledgment: _____ Date: _____

The above statements reflect the general details necessary to describe the principle functions of the

occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

Supervisor _____ Date _____

Department Head _____ Date _____

Human Resources
Date

City Manager _____ Date _____