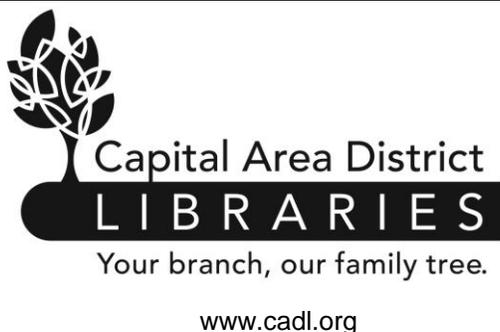


## JOB DESCRIPTION



**Position:** Youth Services Librarian

**Range:** P2 (Exempt) (Union)

**Reports to:** Head of Community Partnerships

**Supervises:** None

**Reviewed:** 1/15

## JOB SUMMARY

Under the supervision of the Head of Community Partnerships and the Associate Director for Public Service, provides support services for youth/teens throughout the CADL system. Plans and coordinates system-wide youth/teen programming and outreach events for branch libraries.

## DUTIES AND RESPONSIBILITIES

1. Under the direction of the Head of Community Partnerships and Associate Director, plans and coordinates system-wide youth/teen programming and outreach events for branch libraries.
2. Coordinates and provides programming ideas, kits and crafts for local library staff and outreach programs. Develops and coordinates programs that can be used by individual branches.
3. Assists Associate Director of Public Service with Summer Reading programming. Assists branch libraries with scheduling and coordinating of programs.
4. Participates in community outreach and acts as liaison to youth related community organizations.
5. Works with staff members throughout CADL system in planning and implementing special projects including library promotion, services and outreach activities relating to youth/teens.
6. Works with Marketing to promote youth events; works with Marketing and IT to continue to develop and update the Kids & Teens section of the website.
7. Serves on Youth Services Committee.
8. Assists patrons with their library needs. Provides quick reference, detailed research, and reader's advisory assistance. Explains library policies and procedures to public.
9. May schedule, assign, supervise and monitor the work of clerical and part-time employee within an assigned area.
10. Other duties as assigned.

## JOB REQUIREMENTS

- Possession of a Master's Degree in Library Science or its equivalent from an ALA accredited institution.
- Possession of a Librarian's Professional Certificate from the Library of Michigan.
- This is an entry-level position, no previous experience is required.
- Successful completion of a one year probationary period.
- Be physically able to perform the essential functions of the job with or without reasonable accommodation.
- Knowledge of library organization, materials, services, and policies and procedures.
- Knowledge of the principles and methods of evaluating library materials and equipment.
- Thorough knowledge of books and current interests of the public.
- Ability to initiate ideas for the improvement of functions and services.
- Ability to use computers and to utilize computer databases.
- Effective written and oral communication skills.
- Ability to provide advisory service to community libraries.
- Ability to supervise, direct, and organize the work activities of others.
- Ability to establish and maintain an effective working relationship with co-workers, vendors, staff of community libraries, and the public.
- Ability to conduct oneself with tact and courtesy.