

**ADRIAN DISTRICT LIBRARY  
JOB DESCRIPTION**

**YOUTH SERVICES LIBRARIAN**

**Position Summary:** Plans and executes services and programs for the Youth Services and Teen Services Departments of the public library; including materials selection, reference and readers advisory services, programming, outreach, and any other library-related work as required.

**Reports to:** Library Director

**Supervises:** Youth/Teen Services Library Assistant. In addition, this position acts as the Librarian in Charge (LIC) at times and oversees the work of any library assistants and clerks working on youth services projects.

**ESSENTIAL JOB FUNCTIONS:**

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not an exhaustive list of the duties which the employee may be expected to perform.

1. Develops, implements and evaluates library services, programs and activities for youth and teens of all ages, with a primary focus on birth through 8<sup>th</sup> grade.
2. May collaborate with other staff on programming for tweens, teens and family/all ages programs.
3. Coordinates the library's Summer Reading Volunteer program.
4. Selects, evaluates and orders all library materials for youth from birth through 8<sup>th</sup> grade, including reference materials and electronic resources. Oversees the selection, evaluation and ordering of all library materials for teens, grades 9-12. Oversees the cataloging and classification of new materials and regularly evaluates and discards outdated materials. Tracks budget for materials and reports as required.
5. Selects, maintains, and updates content and resources located on the Kids portion of the library's website.
6. Provides readers advisory and reference assistance for all ages in the selection, location and use of materials and equipment. Is able to assist patrons with use of genealogy and local history resources located in the Heritage Room.
7. Plans, organizes and presents unique in-house and outreach programming for youth in the community, including a youth summer reading program.
8. In coordination with the library's Programming, Outreach & Marketing (POM) Committee, performs various public relations functions, such as library tours, public speaking, prepares promotional materials and press releases for radio and newspaper, develops in-house displays and helps maintain the library's social media accounts.

9. Researches funding sources for youth and teen programs, services and materials. Writes and administers grants and prepares various records and reports as needed. Solicits donations for summer reading programs as required.
10. Provides assistance to public in use of technology (computers, tablets, phones, printers, etc.)
11. Creates reader's advisory materials of interest to youth and teen community members & their caregivers.
12. Provides instruction and coordination for staff and volunteers assigned to work in youth services.
13. In close coordination with library director and assistant director, develops and recommends library policies and procedures and executes established policies and procedures.
14. Keeps informed and updated on recent trends in materials, services, and policies related to public libraries through professional journals and organizations, workshops, conferences and listservs.
15. Position requires regular evening and weekend assignments throughout the year.
16. Performs other library-related tasks as assigned.

**AUTHORITY TO MAKE DECISIONS:**

- Within the policies of the library, a Library Assistant should be able to make common sense judgments to assist library patrons. The Library Director or Assistant Director should be involved in any unusual or problematic situations.
- This position occasionally acts as the Librarian in Charge (LIC) and is responsible for enforcing library policies and procedures with both library patrons and staff.

**MINIMUM QUALIFICATIONS AND REQUIRED KNOWLEDGE, SKILLS, ABILITIES:**

The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position.

Requirements include the following:

- A Master's Degree in Library Science from an ALA-accredited library school. Students currently enrolled in a graduate program of library and information studies will be considered for the position at a lower starting pay rate until they have earned a degree.
- Knowledge of best practices in early literacy and children's library services, including guidelines and standards published by ALA, ALSC, and other recognized organizations.

- Knowledge of children's literature and current trends in library services for children.
- Previous experience working with children is strongly preferred.
- Ability to obtain State of Michigan Librarian's Permanent Professional Certificate.
- Ability to effectively supervise the work of others.
- Knowledge of the professional procedures and practices of library administration to plan and implement programs and services to meet community needs.
- Skill in planning, promoting and implementing specialized library programs.
- Ability to work constructively and interact professionally with other employees and patrons of all ages.
- Ability to speak distinctly to large groups.
- Ability to travel to other locations and transport related program materials.
- Basic technology skills including familiarity with Microsoft Office or Google Docs Editors Suite and social media platforms.
- Bilingual ability in either English/Spanish or English/American Sign Language will result in increased starting pay rate.

**Physical Requirements and Work Environment:**

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

An employee in this position spends the majority of his/her time in a library setting with a controlled climate where they move around the library to assist patrons, sit and work on a computer, communicate by telephone, email or in person, or travel to other locations to attend meetings. An employee in this position is required to reach and stoop to access library materials, move on a regular basis from their chair to the counter and public computers. Some lifting is necessary.