

Youth Services Librarian

Salary Range: \$14.00-19.00/hour

Required Education: Four-year college degree or equivalent library work experience

Desired Education: Master's Degree or four-year college degree, with class work in library science, information management, communications, teaching or other related field

Desired Experience: Experience in providing youth services, including collection development and library programming and a working knowledge of computers and software.

Supervisor: Branch Librarian

Essential Responsibilities

- Provide excellent customer service
- Effectively apply GCLD Policies and Performance Standards, basic library theory and practices (incl. organization, operation and terminology) and library law
- Function as a member of the library team: branch, administrative office and district
- Provide skilled reference, reader's advisory services, and appropriate referrals to other information resources, including Interlibrary Loan
- Make reasonable efforts to protect the safety of library users and staff, and to maintain order and cleanliness in the library
- Attend training sessions, workshops, conferences, and staff meetings; implement concepts and ideas gained, as appropriate, to enhance programs and services
- Assume Branch Librarian duties in his/her absence

Primary Job Duties

- Maintain and develop all collections in the children's library within budgetary guidelines
- Develop and deliver library programs within budgetary guidelines
- Gather, organize and present information about services, collections, and programs to assist the Branch Librarian in developing goals and objectives
- Provide training sessions for staff and public about services, collections and resources
- Promote library services, collections, and programs through a variety of media and displays in the library and in the community
- Maintain consistent contact and interaction with community groups and agencies

Other Job Duties

- Assist the public in meeting their information needs
- Supervise library volunteers
- Perform duties according to the daily operations checklist
- Use computers, printers, fax machines, copiers, answering machines, etc. and troubleshoot them as needed
- Operate and teach others how to operate computer system to manage the library materials and customer databases
- Shelf and file materials accurately
- Process incoming materials from a variety of sources (book returns, courier service, administrative office, etc.)
- Mend and clean materials as needed
- Inventory and order supplies

- Maintain accurate records of fines, fees, donations, and petty cash expenditures
- Recover overdue library materials
- Answer telephone questions, transfer incoming calls, and/or take accurate messages as appropriate
- Run errands (collect mail, empty book returns, pick up supplies, etc.)
- Keep accurate library statistics
- Perform basic cleaning of facility
- Other duties as assigned by supervisor

Required Skills

- Ability to work well with people, regardless of origin, age, sex, background or views, in stressful situations
- Aptitude for detail
- Ability to read print materials in English
- Effective written and oral communication skills, including telephone etiquette
- Alphabetization and organization of cardinal decimal numerals
- Operation of office equipment including computers, related software, photo copy machines, fax machines, etc.
- Computer Skills: Windows, word-processing, spreadsheet, database, Internet and e-mail communications
- Broad knowledge of information sources; good knowledge of books and authors
- Knowledge and understanding of child/parent community
- Programming and presentation skills, including some of the following: storytelling, music and singing, games and activities, crafts

Work Environment: Expected to work in all sections of the library, mostly indoors, in artificial light. Requires frequent sitting, standing, walking, and use of keyboard/computer and occasional bending, kneeling, reaching, shoveling and lifting up to 50 pounds. Requires finger dexterity, good vision and hearing, and the ability to speak clearly. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Staff may be required to work in other locations in the library district.

Required On-the-Job Training and Applicable GCLD Performance Standards Review (to be completed within 1 month of hiring date) as found in the GCLD Orientation Checklist

Additional Criteria for Evaluation:

Confidentiality, accuracy, thoroughness of duties, pleasant attitude, cooperative relationships with co-workers and patrons, reliability, initiative (self-motivation), flexibility, attendance and punctuality