

# Loutit District Library

## Job Description

**Job Title:** Librarian – Youth Services

**Reports to:** Head of Youth Services

**Job Summary:**

*The position of Librarian – Youth Services is a professional position. Under the supervision of the Head of Youth Services, this position is responsible for the support of the library's strategic initiatives of providing early literacy experiences to infants through preschoolers, as well as school-age children, through community outreach, programming, and access to physical and digital services.*

**Primary Responsibilities:**

- Creates, plans, and executes programs, tours, and presentations independently and in collaboration with library staff. Partners with the Head of Youth Services and library administration in library-wide programs and events.
- Responsible for selecting and deselecting designated areas of the department collection, including collection maintenance. Utilizes professional publications and online reviews for the selection of materials.
- Recommends and selects early literacy program materials, manipulatives, and toys that meet assessment standards.
- Participates in developing collaborations with schools, community agencies, organizations, and institutions that work to create successful children and families.
- Identifies and applies new technologies and innovations to expand and enhance library service to the community in coordination with appropriate staff members.
- Supports the library's mission, vision, and values to improve community relations. Partners with the Head of Youth Services to successfully achieve the objectives of the library's strategic plan.
- Provides reference and reader's advisory services via in-person, virtual, and phone transactions. Assists with the circulation of library materials.

- Assists patrons and staff with group and one-on-one instruction related to digital services, devices, and downloads.
- Assists patrons in the use of technical equipment including: computers, mobile hotspots, Chromebooks, mobile devices, scanners, external drives, and printers according to library policy.
- Gathers, compiles, and interprets data related to resources and operations.

**Secondary Responsibilities:**

- Prepares and maintains book displays to highlight library materials, programs, and services.
- Conducts staff training and assists with policy and procedure updates in collaboration with the Head of Youth Services as needed.
- Conducts library tours and makes presentations about library services in-house or at other locations.
- Assists patrons with print, copy, and fax transactions.
- Reads library journals/publications for professional development.
- Participates in staff meetings, library committees, and trainings.
- May attend local, regional, and state workshops and conferences.
- Fulfills the role of Person in Charge on assigned evenings and weekends.
- Performs other duties as assigned.

**Knowledge, Skills, and Abilities:**

- Strong customer service skills, patience, and the ability to work with patrons with varying levels of ability.
- Knowledge of public library principles and practices. Ability to learn and apply local library policies.
- Maintains current knowledge in early childhood and early literacy, including early childhood development, educational programs, and health and social services trends.

- Demonstrates proficient knowledge of the Internet, computers, web-based email products, popular mobile applications, search engines, and peripherals.
- Flexibility to embrace changing technologies to meet the needs of a diverse community with varying abilities.
- Possesses knowledge of library software and other automated library circulation systems.
- Proficiency with Microsoft Office and Google Suite, as well as popular digital services and devices.
- Organizational ability to set goals, meet deadlines, and work independently with a high attention to detail.
- Ability to express ideas clearly and effectively to individuals and groups through verbal, written, and visual communication.

**Requirements:**

- Master's degree in Library and Information Science or equivalent from an ALA accredited college or university. Previous experience working with children highly desirable.
- Level 1 or level 2 certification from the Library of Michigan, or the ability to obtain in a timely manner.
- Two or more years of professional library experience with increasing responsibility. Public library experience working with children is highly desired.
- Knowledge and understanding of the principles, methods, and practices of public library operations.
- Demonstrates knowledge in working with youth of all ages, including an understanding of current trends, popular culture, and innovative practices in youth services and/or public libraries.
- Visual acuity necessary to view, enter, and access information on a computer screen and written materials with or without accommodation.
- Flexible schedule including evenings and weekends.

**Working Conditions:**

- Climate-controlled building. May work off campus in a variety of environments.

- Fast-paced library setting with distractions.
- Ability to work harmoniously with other library employees and patrons.
- Supports an equitable, safe, diverse, and inclusive workplace.

**Reporting Relationship:**

Reports to the Head of Youth Services. In absence of that person, reports to the Executive Director or Assistant Director.

*The above is intended to describe the primary responsibilities, the secondary responsibilities, and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*

**Approvals:**

_____	_____	_____
Executive Director	Date approved	Date reviewed
_____	_____	_____
District Library Board	Date approved	Date reviewed