

# VILLAGE OF NEW GLARUS – NEW GLARUS PUBLIC LIBRARY

## POSITION DESCRIPTION

**TITLE OF POSITION:** Youth Services Librarian  
**WORK UNIT:** Library  
**SUPERVISOR:** Library Director

### **TYPICAL RESPONSIBILITIES OF THE POSITION**

Under administrative supervision, coordinates the Library's services to children as a member of the library's managerial team. Serves library patrons both directly and indirectly. May have supervisory and decision-making responsibilities. Performs clerical and other library work as required. Must be able to work collegially in a rapidly changing environment.

### **DUTIES / EXAMPLES OF WORK**

1. Plans, promotes, conducts and evaluates innovative programs and services for children, including recurring activities such as weekly preschool storytime and activities for school inservice days, one-time events such as performers, and ongoing services such as 1000 Books Before Kindergarten and New Baby Packages.
2. With input from the Library Director, plans, coordinates, publicizes and implements all aspects of the Library's annual Summer Library Program for children. Works closely with staff responsible for the teen summer program on shared concerns such as publicity and promotion.
3. Participates in collection development for children's services. At minimum, provides recommendations for materials to purchase and assists with weeding; depending on qualifications and experience, may be responsible for purchasing and collection maintenance.
4. May have responsibility for recruiting, assessing, scheduling and supervising volunteers in support of children's programs.
5. Provides outreach to and maintains partnerships with community groups such as schools, daycares, homeschooling families and parents to continually evaluate and improve services and to promote library use and reading.
6. Keeps current on youth services field by maintaining membership in professional organizations and participating in continuing education provided through South Central Library System and other institutions.
7. Performs circulation desk procedures, such as checking in and checking out materials, registering patrons and collecting fines.
8. Re-shelves library materials and reads shelves.
9. Answers directional and ready reference questions. Provides readers' advisory services.
10. Plans and prepares library displays.
11. Assists patrons with the operation of library equipment.
12. Performs some library cleaning duties.
13. Performs other related tasks.

### **KNOWLEDGE AND ABILITIES**

1. Familiarity with childhood development and ability to engage with children and caregivers.
2. Ability to effectively present information and respond to questions from patrons of all ages.
3. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
4. Ability to work independently, organize and prioritize work, respond to varied/changing work

- demands and make decisions as required.
5. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.
  6. Knowledge of children's literature; ability to interpret and apply collection development policy.
  7. Ability to follow detailed directions.
  8. Ability to operate library business machines properly.
  9. Basic knowledge of computer hardware and software as they relate to library applications (i.e., the Internet, e-mail, Search Engines, and Word Processing).
  10. Ability to effectively use the library's shared online catalog (LINKcat).
  11. Keyboarding, filing and money-handling ability.
  12. Working knowledge of library methods and procedures.

**PHYSICAL DEMANDS OF THE POSITION**

1. Ability to work in confined spaces.
2. Bending, twisting and reaching.
3. Far vision at 20 feet or further; near vision at 20 inches or less (with or without correction).
4. Keyboarding, writing, filing, sorting, shelving and processing.
5. Handling, processing, picking up and shelving library materials.
6. Lifting and carrying weights up to 50 pounds.
7. Ability to travel to meetings, etc. outside of library.
8. Ability to push and pull objects weighing 60-80 pounds on wheels.
9. Sitting, standing, walking, climbing, and stooping.
10. Talking and hearing; ability to use the telephone.

**MENTAL REQUIREMENTS**

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow effectively instructions from supervisor.
3. Ability to deal with abstract and concrete variables.
4. Ability to interpret technical regulations and instructions.
5. Ability to communicate ideas and information in both oral and written form.
6. Mathematical ability sufficient to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the aid of a calculator.
7. Reading ability sufficient to effectively read and understand information contained in memoranda, reports, bulletins, etc.
8. Time management skills sufficient to set priorities in order to meet assignment deadlines.

**ENVIRONMENTAL/WORKING CONDITIONS**

1. Flexible work hours with frequent evening and weekend hours.
2. Office work environment.

**EQUIPMENT USED**

- |   |                                     |
|---|-------------------------------------|
| 1. Audiovisual equipment                | 7. Fax/Copy/Printer/Scanner machine |
| 2. Telephone                            | 8. Barcode Scanner                  |
| 3. Computer / Internet workstation      | 9. Microfilm equipment              |
| 4. Printers (including receipt printer) | 10. Book truck                      |
| 5. Laminator                            | 11. Vacuum cleaner                  |
| 6. Digital Camera                       |                                     |

## **EDUCATION AND EXPERIENCE**

1. Bachelor's degree or equivalent combination of education and experience.
2. Experience working with children and their caregivers.

## **SPECIAL QUALIFICATIONS DESIRED**

1. Master of Library Science.
2. Prior experience working in a public library.
3. Keyboarding and general office experience.
4. Valid Wisconsin vehicle operator's license.

## **DEGREE OF INDEPENDENT JUDGMENT EXERCISED**

For complex task, supervisor routinely provides oral or written instructions on what to do, how or when to do it. In the area of youth services a fair degree of independent judgment is expected.

## **OTHER POSITIONS AND EMPLOYEES SUPERVISED**

Library Pages, in absence of Library Director and Assistant Library Director.

## **ADDITIONAL INFORMATION**

Although specific tasks are detailed in this job description, an employee hired to fill this position may be asked to perform other duties, not specifically detailed, that may be assigned to the employee from time to time by the employee's supervisor and / or the Library Board.

***Adopted & Approved by the Library Board:***

*July 17, 2019*