

### **Position Description**

<b>Position title:</b> Youth Services Librarian	<b>Department:</b> Library
<b>Reports to:</b> Director	<b>Supervises:</b> N/A
<b>FLSA status:</b> Full-time	<b>Date revised:</b> 7/6/2022
<b>Starting salary:</b> \$18.94 per hour plus IPERS, insurance, and paid leave	<b>Hours:</b> 40 per week

### **Position Summary**

The Youth Services Librarian creates and promotes library collections and library programs for patrons from birth to 18; offers reader's advisory services for children and parents; and helps at the circulation desk when needed. The Youth Services Librarian is familiar with the overall functioning of the library and acts as administrator when the director is absent.

### **Entry Requirements**

- **Education and training:** Master's Degree in Library Science, or equivalent education and experience.
- **Transportation:** Valid driver's license and a personal vehicle to be used for outreach
- **Work Experience:** Prior experience delivering youth programs and relating positively with others in a work environment
- A background check will be conducted pending offer of the position.

### **Essential Job Duties**

- **Youth Programs:** Offer programs for youth via storytelling, crafts, music, drama, and physical activities geared to different age levels.
- **Community Engagement:** Plan, promote and deliver several larger programs per year to increase literacy and library usage for families.
- **Readers' advisory:** Recommend titles to children and parents, tailored to patron interests, compile book lists, and create displays.
- **Outreach:** Support children's education by visiting schools and daycare centers
- **Publicity:** Promote youth programming through a variety of means (local newspaper, social media, the library's website, radio, etc.); prepare promotional materials and handouts.
- **Fundraising:** Fundraise for youth programs and additional youth resources through grant writing and local fundraising.
- **Collection development:** Develop an actively utilized Youth Services collection by selecting, ordering, and cataloging materials in a variety of formats, conforming to the library's collection development policy.
- **Continuing education:** Attend library workshops or conferences or view webinars developed by professional librarians to stay current.
- **Other:** Perform other duties as assigned by the Director

### **Knowledge, Skills, and Abilities Required**

- **Customer service:** Demonstrate high standards of kindness, flexibility, and responsibility when dealing with patrons and coworkers
- **People Skills:** Enjoy working with youth of all ages; Effectively manage behaviors appropriately
- **Performance:** Bring children's literature to life during Storytimes through voice, music, and movement.
- **Accuracy:** Ability to attend to detail in catalog management, budgetary tracking, and communication
- **Physical requirements:** See the posted document, "Physical Job Requirement Analysis" for a description of physical requirements of working at the Fairfield Public Library.

### **Work Environment**

Most work is performed in an office setting, seated or standing with appropriate heating and cooling, and is not subject to significant occupational or environmental hazards, other than those normal associated with general public contact. Most work is performed at a computer, or using other office equipment. The noise level in this work environment is usually low. Work may involve frequent interaction with the public and frequent interruptions. Ongoing contact with the public always has the potential for dealing with difficult or unhealthy patrons.

### **Hours of work**

Generally 40 hours per week. This position works a varied schedule, with occasional evenings and weekends.

### **Disclaimer**

The above information is intended to describe the general nature and level of work to be performed by an employee in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The Fairfield Public Library reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by the Director. Reasonable accommodations may be made as needed for employees to be able to perform the essential duties and responsibilities and meet the requirements of the position. Except for employees covered by Civil Service and/or collective bargaining agreement, Fairfield Public Library employees are considered at-will employees. An employee may terminate his/her employment at any time, and the Fairfield Public Library may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the Fairfield Public Library is to be considered "at-will".

### **Employee Acknowledgment**

I have carefully read and understand the contents of this position description. I understand the duties, responsibilities, requirements, and working conditions. I also understand that this is not necessarily an exhaustive list of duties, responsibilities, requirements, and working conditions associated with the position. While this list is intended to be an accurate reflection of the current position. I understand that the employer reserves the right to revise the duties and responsibilities of the position or to require that additional or different tasks be performed. I understand that I may be required to work overtime, as well as different shifts or hours outside the normally defined workday or workweek.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director's Signature: \_\_\_\_\_

Date: \_\_\_\_\_