

Policy: 311
Subject: Librarian I (Youth Services)
Reviewed: 10/12/2009
Approved: 08/19/1996
Revised: 10/27/2009

Classification: Librarian I (Youth Services)
Department: Youth Services
Reports To: Head of Youth Services

Nature of Work:

The Youth Services Librarian I performs a variety of library services with an emphasis on youth programming, public service and some collection development. Develops and implements a portion of youth programs including: story time programs, special programs, and the summer reading program. Assists patrons of all ages with reference questions, researching, locating and obtaining information and materials that meet their needs, interest and capabilities. Assists patrons with the operation of electronic resources within the Library. Other responsibilities may include assignment to subject or service specialty areas. Temporary assignments in other areas may also be made to meet the needs of the Library and to cover adequately the public service areas of the Library.

Essential Duties and Responsibilities:

1. Provides reader's advisory, reference and information services to library patrons regarding library collections, services and policies.
2. Instructs patrons in the use of various library materials and equipment including online catalogs, bibliographies, as well as the operation of microform equipment, computerized databases, and other electronic resources and products.
3. Assists with library tours, outreach programs and bibliographic instruction as needed.
4. Assists with materials selection and acquisition, collection development and maintenance for Youth Services, including possible assignment of a subject area or special collection.
5. Assists with Youth programs by planning and implementing programs for a wide age range of children and parents.
6. Assists with preparation of bibliographies and user's guides.
7. Contributes to maintenance of the library's homepage by locating and suggesting new youth sites.
8. Maintains knowledge of current developments in the library field including reading professional journals.
9. Participates in special programs and projects as assigned. Performs other duties essential to efficient library operation.

Additional Responsibilities:

1. Performs routine troubleshooting on library equipment.
2. Performs various custodial and maintenance duties in order to maintain the library's appearance and safety of the public.
3. Performs a variety of other professional librarian and related library service activities as workloads, temporary absences or emergencies dictate.

Minimum Qualifications:

1. Masters Degree in Library/Information Science from an ALA accredited library school.
2. Enthusiastic, positive public service orientation.
3. Knowledge of the philosophy and techniques of public library service.
4. Must be certified according to Library of Michigan personnel standards.

Desired Qualifications:

1. Previous experience in a public library.
2. Experience with youth programs and computer software for children.

Knowledge, Skills, and Abilities:

1. Ability to work effectively with the public and with other library employees.
2. Ability to organize job duties and work independently or with a group.
3. Demonstrated knowledge of library materials and resources in a variety of formats.
4. Creativity to develop and implement library programs and services.
5. Excellent written and verbal communication skills.
6. Basic computer literacy (word processing, spreadsheets, databases, Internet).
7. Ability to return to tasks after frequent interruptions.
8. Ability to handle multiple tasks.

Physical Requirements:

1. Talking - constantly required while communicating with patrons and staff directly and on the telephone.
2. Hearing - constantly required while communicating with patrons and staff directly and on the telephone.
3. Sight – constantly required while performing library reference duties.
4. Lifting and carrying up to 30 lbs.
5. Pushing and pulling loaded book carts.
6. Stooping, bending, reaching overhead and horizontally to retrieve library or other materials.
7. Moving through library while retrieving library materials and assisting patrons.

Working Conditions:

1. Requires regular evening and weekend shifts.