Job Title: Youth Programming Librarian

Reports To: Head of Youth Services

FLSA Status: Non-exempt

Pay Grade: 24

Job Summary: Responsible for planning and overseeing programming for children, teens, and families within the Library and the community. In addition, performs responsibilities at a public service desk and assists patrons of all ages in the use of the Library, its materials, services, and electronic resources.

Essential Functions:
- Provides uniformly gracious and friendly service to all.
- Coordinates the planning, development, implementation, and evaluation of programs for children, teens, and families to be conducted by self, other Youth Services staff, or outside presenters. Researches, makes contact with, and negotiates with potential program presenters. Sets up meeting rooms and other spaces for programs.
- Adheres to the youth programming budget, keeping a record of all expenditures.
- Maintains program records, including but not limited to correspondence, contracts, check requests, tax documents, receipts, and program attendance.
- Submits newsletter copy for Youth Services programs.
- Participates in outreach efforts of the Youth Services Department.
- Assists patrons in the full use of the Library and its digital and print resources, including reference service at all levels, readers advisory, and downloading digital content.
- Assists patrons with publicly available technology. Troubleshoots problems and notifies appropriate staff of complex issues.
- Builds, maintains, and promotes assigned collection areas.
- Creates and evaluates bibliographies and displays.
- Assists with gathering of statistical data.
- Supervises volunteers as part of youth volunteer program.
- May act as staff member in charge of building in the absence of a manager.
- Performs tasks associated with opening and closing the Department.
- Provides written incident reports to Management Team.
- Seeks and engages in professional development opportunities relevant to youth services.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:
- Knowledge of policies and procedures of the Library.
- Knowledge of computers, the Internet, email, Microsoft Windows and Office applications, and other relevant technologies and equipment.
- Knowledge of current and emerging trends in library programming for children, teens, and families.
- Knowledge of popular materials for children and teens, as well as readers advisory tools.
- Knowledge of collection development principles.
- Knowledge of alphabetic and decimal numeric filing rules.
- Excellent organizational, interpersonal, and communication skills in a team environment.
- Excellent customer service skills.
- Excellent public speaking skills.
- Ability to identify recreational and educational needs of children, teens, and families in the community.
- Ability to be accurate, detail-oriented, and efficient in the performance of assigned duties.
- Ability to follow written and verbal directions.
Job Description

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- Ability to effectively communicate orally and in writing.
- Ability to be flexible and adaptive to change.
- Ability to reach, bend, stoop, and lift to access Library areas and materials.
- Ability to move a fully loaded book truck.
- Ability to lift, push, and pull equipment, furnishings, and supplies as necessary to set up for programs.

QUALIFICATIONS:
- Master’s Degree in Library and Information Science from an ALA-accredited program, or degree in progress.
- Minimum one year of experience in a library; public library experience with programming preferred.
- Minimum one year of experience working with youth.
- Valid Driver’s License, proof of insurance, and access to a vehicle to be used for Library business.