

City of Hartford Job Description

Position Title: Youth Services Librarian
Department: Jack Russell Memorial Library
Supervisor: Library Director
FLSA: Exempt/Supervisory, Mid-Management/Full-time

GENERAL POSITION DESCRIPTION

This position is responsible for performing a variety of professional library duties relating specifically to the children and young adult services including collection development, marketing, programming, research, and instruction for children ages 0-18.

SPECIFIC POSITION RESPONSIBILITIES

- Manage Youth Services staff, assign responsibilities and maintain schedules and records.
- Review, evaluate, select, order, inventory, maintain, classify, organize, and de-select materials in all formats for children ages 0-18.
- Assist youth in the selection of instructive and enriching materials in all formats.
- Plan and implement fun and enriching events for youth and families which encourage reading, literacy, and library use.
- Supervise use and maintenance of public computers in Children's and Young Adult Areas.
- Market and publicize the youth services department through all media formats, including but not limited to print media, website, local cable television, local radio, and social media.
- Work with the Library Director to develop a budget for the youth services department in the areas of materials, programming, and supplies.
- Maintain the budget for the youth services department materials, programming, and supplies.
- Serve as the public library liaison to local school libraries, daycares, and other community organizations that serve children and their caregivers.
- Monitor developments as they relate to library services to young people.
- Collaborate with other agencies, special interest, and civic groups to promote library services to the community.
- Participate in system-wide programs such as the annual summer reading program.
- Prepare monthly statistical reports for youth services programs and events.
- Perform public relations duties including interpreting library policies, responding to patron complaints, and assisting staff with difficult situations.
- Assist in providing research assistance and readers' advisory services to patrons of all ages.
- Fills in at the circulation desk and reference desk as needed.
- Attend and participate in continuing education and professional meetings.
- Maintains contact with other City departments, Monarch Library System, Washington County Library Service, and other librarians located throughout the Library System as well as library vendors to represent the needs of youth services.
- Minimum of one evening per week, rotating weekends,-and flexibility in scheduling to meet the demands of the library.
- Participate as a member of the Library management team.
- Attends library board meetings and provides a verbal report of departmental activities.
- Prepare a regular monthly report tracking all events and program attendance in youth services.
- Perform other related duties as assigned.

SKILLS, KNOWLEDGE, AND ABILITIES

- Communicate orally and in writing in English
- Ability to train others. Ability to advise and interpret how to apply policies, procedures, and standards to specific situations.
- Analyze data and information using established criteria, in order to determine consequences and identify and select alternatives.

- Compare, count, differentiate, measure, copy, record, and transcribe data and information. Ability to classify, compute, tabulate and categorize data.
- Utilize a variety of advisory data and information such as City ordinances, directories, State Statutes, procedures, guidelines, Library Board Policies, professional standards, and non-routine correspondence.
- Calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.
- Perform cashier duties accurately.
- Work well under pressure and handle stressful situations, organize work, and set priorities, manage time and resources to meet deadlines and changing demands within the entire operation, and perform duties with a minimum of supervision.
- Knowledge of public library principles, practices, operations, and collection organization.
- Genuinely enjoys children, teens, and their caregivers and values the opportunity to be part of their lives.
- Knowledge of child and adolescent growth and development and the ability to incorporate that knowledge into programming and collection development.
- Extensive knowledge of literature and materials for children and youth.
- Effective communication with patrons and staff in a tactful, diplomatic and friendly manner.
- Knowledge of computer operations, computer proficiency, and experience and ability to teach computer skills.
- Effectively meet and interact with the public.
- Work effectively in cooperation with fellow employees as a member of the staff team.
- Resourcefulness and creativity in approach to requests.
- Make presentations to varying-sized groups of children and adults.
- Work in and maintain an environment that deals with sensitive and confidential information.

EDUCATION AND EXPERIENCE

A Master's degree in Library Science from an ALA-accredited institution is preferred or a bachelor's degree in a related field with two (2) years of education and experience which provides the required knowledge, skills, and abilities. Knowledge of cataloging, Polaris, budgeting, and supervisory experience is desirable. Valid state driver's license or ability to obtain one within four months.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit, stand, walk, sit, use hands to finger, handle or feel objects, tools, or controls; talk and hear. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, and smell.

The employee must regularly lift and/or move more than 50 pounds and frequently move book trucks up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust and focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately quiet. While performing the duties of this job, the employee will primarily work in inside conditions.

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals, and intimidation may cause discomfort and poses a limited risk of injury.

Work does involve flexible work hours, including evenings and weekends.

The duties listed are intended only as an illustration of the various types of work that may be performed.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signatures

Employee

Date

Library Director

Date