

# YOUTH SERVICES LIBRARIAN

## Position Description

City of Hastings  
Hastings Public Library  
Youth Services Librarian

**Status:** Full-time, exempt

**Salary:** \$36,000 - \$38,000 annually, depending on qualifications and experience

### Benefits:

- Medical/Dental/Vision insurance (no monthly premium on medical).
- Retirement savings through MERS.
- Paid vacation, personal days and sick time.

## Summary

The Youth Services Librarian will be responsible for the operation of the children's and teen areas, including programming, collection development, reader's advisory, and outreach services.

The Youth Services Librarian is an "At Will" employee.

## Supervision Received

Work is performed under the direction of the Library Director.

## Supervision Exercised

Direct supervision of a teen/youth services assistant and indirect supervision of other Library Assistants as needed.

## Essential Duties and Responsibilities

An employee in this position may be called upon to do any or all of the following essential duties:

- Maintain welcoming, creative, dynamic spaces for children, their caregivers, and teens.
- Plan and present engaging programs for children and teens, including Summer Reading Programs.
- Assist library patrons in finding materials through reference and reader's advisory services.
- Perform outreach to the schools and community, including partnering with other organizations to provide services beyond the Library walls.

- Manage early literacy programs including RIF (Reading is Fundamental), ROAR (Reach Out and Read), March is Reading Month, and 1,000 Books Before Kindergarten.
- Select and maintain youth material collections and coordinate all phases of collection development, including weeding.
- Develop grant and award applications to secure funding for library programming and initiatives.
- Prepare publicity materials which promote library youth programs.
- Actively pursue self-development in library services and programming for youth.
- Provide circulation services, as operations require, including working regular public facing desk shifts.
- Perform other duties as assigned.

## **Essential Functions, Qualifications, Knowledge, Skills and Abilities for Employment**

An employee in this role should have the equivalent of the following:

- Knowledge of the principles, methods and best practices for children and teen services.
- Ability to work under general supervision with latitude in exercising independent judgment and discretion subject to library policies, procedures and professional practices.
- Interpersonal and communication skills necessary to interact with various library staff and patrons in an effective and courteous manner. Communicate effectively in both oral and written forms.
- Proficiency in the use of computers, mobile devices and standard office technology and equipment.
- Analytical ability to maintain accurate statistics.
- Ability to train and supervise the work of others.
- Ability to maintain confidentiality of library records and adhere to library privacy law
- Physical ability to push/pull fully loaded book carts weighing up to 100 pounds and lift/carry materials weighing up to 40 pounds.
- Hearing ability to answer telephone and patron inquiries.

## **Required Skills, Education and Training**

- Master's Degree in Library and Information Science from an ALA-accredited program or currently enrolled in an MLIS program to be completed by the end of 2024. A focus on youth services is preferred but not required.
- One or more years of professional experience in a library setting.
- Experience working with and the ability to engage well with children and teens.

## **Working Conditions**

- Generally, work is performed in a normal library environment with minimal discomfort due to extreme temperatures, dust and noise.

- Role requires walking, standing, sitting, bending, stooping and reaching. Requires the use of a video display monitor, keyboard, and mouse.
- Employees may be required to interact with staff and/or public and private representatives in interpreting and enforcing library policies and procedures.
- Work hours may be varied, including some evenings and weekends. Some work will be performed at off-site locations.
- Requires periodic participation and attendance at events and training, both on and off-site.

*The position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with position and is subject to review and change at any time in accordance with the needs of Hastings Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.*