



## Youth Services Librarian - Driving Park Branch

**Salary Range:** \$49,587.20 – \$77,396.80 Annually

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### **PURPOSE OF JOB**

Responsible for providing positive and enriching experiences by engaging youth and their caregivers in conversation and activities while promoting literacy and reading. Responsible for helping to develop and deliver programming and services for youth aligned with CML's Young Minds Strategy, designed to help youth establish the foundation for a successful life, as well as collection management and general customer service. The position also plays a role in community outreach efforts with schools and organizations serving youth and families.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Proactively provides a high level of customer service and assists customers through various aspects of utilizing the library, including expert level reference service in person, over the phone, by email and chat.
2. Initiates the development, implementation and promotion of teen and children's programs and informal engagements in support of CML's Young Minds strategy.
3. Provides readers' advisory to customers (in person and virtually) using appropriate sources of information including knowledge of the collection, the publishing industry, and relevant resources.
4. Provides training and guidance to staff and customers in the use of research databases, community resources, digital resources, and reference tools.
5. Evaluates and provides feedback on the location's juvenile collection and leads collection management and visual merchandizing activities based on knowledge of the community needs, usage levels, and relevance of materials.
6. Constructs and applies a detailed approach to training for customers and staff on the use of library resources (print and digital) and/or community resources. Models the use of such resources.
7. Adds expertise to system-level information and community resource training for staff.
8. Promotes the library through community outreach, relationship building and information sharing with schools and other organizations serving youth and families.
9. Promotes behaviors and activities supporting early literacy skills, developmentally appropriate tools, and resources for youth of all ages and promotes the advancement of reading.
10. Supervises volunteers and/or practicum students/interns.

11. May participate and present at local, state, and national conferences.
12. Assumes responsibility for the operation of the location in the absence of a manager.
13. Performs additional duties as assigned including being a project lead and/or serving on task forces, committees, etc.

#### **QUALIFICATIONS AND REQUIREMENTS**

1. Master's of Library and Information Science Degree from ALA accredited institution of higher learning required.
2. 1-3 years' working with youth required.
3. Ability to use appropriate judgment in handling information and records.
4. Ability to work independently with limited direction.
5. Acts with the customer in mind using information gained from interacting with the customers. Meets the expectations and requirements of external and internal customers.
6. Ability to effectively present in a variety of formal settings - one on one, group, peers, direct reports, etc. Command attention and manage group process.
7. Ability to operate library technology including personal computer, email, software programs (i.e., Windows/Microsoft Office) and other job-related equipment and systems.
8. Ability to utilize reliable transportation to promptly report to job assignment and other locations, per job requirements.

#### **SCHEDULE**

Combination of mornings, afternoons, evenings & weekends, alternating Friday/Saturday. Sundays as assigned.