

Librarian - Youth Department (Full-time)



Position: 2023-029
Date Posted: September 1, 2023
Status: Full-time; exempt
Location: Main Branch

The Upper Arlington Public Library is seeking an energetic, patron-oriented professional with solid organizational skills to join our Youth team. The position involves the identification, planning, delivery and evaluation of responsive, high-quality programs for children and teens. This position will work closely with the public including working at a public service desk and assisting patrons of all ages in the use of the Library, its materials, services and resources. This position performs youth outreach activities such as school visits, book talks and representing the library at community events. The position also performs a variety of duties especially as related to the organization and circulation of library materials and services, and in the absence of the Youth Services Manager the position provides operational guidance for Youth Services staff and volunteers.

Please refer to the job description and schedule below for more details about this position.

Job Summary:

1. Provides patron assistance; monitors and provides guidance to patrons in the use of library facilities, services, and computer equipment. Instructs patrons on the use of computer-based library catalog and computer programs.
2. Promotes and educates patrons on the use of online resources such as the library catalog and digital resources.
3. Assists patrons using their personal devices using library materials.
4. Responds to reference questions using all formats available and performs reader's advisory.
5. Develops tools including booklists, bibliographies, and pathfinders in print and online.
6. Serves as a collection and/or service specialist for the assigned department.
7. Maintains collection through weeding and purchase suggestions based on community needs.
8. May select special collections, as needed.
9. Trains and/or oversees the work of library associates, and volunteers. Coordinates workflows and assigns special projects.
10. May serve in the capacity of "Librarian in Charge".
11. Acts as department or branch supervisor as needed. Provides direction and task assignment for support staff. Resolves scheduling problems to ensure proper coverage for each station. Oversees opening/closing procedures.
12. Confers with community groups and organizations to identify needs and promote use of services, programs, and facilities.
13. Conducts programming and presenting within and outside of the library .
14. Contributes print and digital content for the Library as required.
15. Provides outreach services including delivery of library materials, as needed
16. Keeps abreast of current trends, technology, and new professional techniques; participates in the activities of professional and related organizations.
17. Serves on library committees as assigned.
18. Follows library safety and emergency procedures.
19. Reports maintenance and safety issues to supervisor and/or Facilities personnel.
20. Performs other duties as assigned.

Required Knowledge, Skills, and Abilities:

- Knowledge of public library reference tools, including web and database searching and evaluation as well as the standards, practices, and techniques of reference service.
- Considerable knowledge of literature, reference, informational and other library materials, programming, and services.
- Effective customer service and interpersonal skills, including the ability to communicate verbally and in writing in English.
- Competent in the use of Windows-based computer programs.
- Proficiency in word processing, spreadsheet, and electronic database programs.
- Valid Ohio driver's license and proof of insurance.

Education and Experience:

- Master's degree in library science from an American Library Association (ALA) accredited school in library science.
- Two years library experience preferred.

Physical and Environmental Conditions:

- The work environment involves everyday risks or discomforts that require normal safety precautions typical of libraries and offices, which includes the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations.
- The noise level in the work environment ranges from quiet to moderate.
- Considerable mobility including, but not limited to, extensive periods of walking, bending, sitting, lifting weights up to 20 pounds, and pushing full book carts.
- Manual dexterity sufficient to perform general typing and computer skills.
- Calm and focused handling of interruptions and distractions.
- Periodic intense concentration and sustained viewing of a computer monitor.
- Position requires working irregular hours, including evenings and weekends.
- Some local travel by personal automobile may be required.

Hours/Schedule:

Full-time including one evening per week and one weekend per month

Compensation:

\$ 48,360 – 53,248 per year. Starting salary commensurate with experience.

For more information or to apply for this position, visit the Career Opportunities section of our website at www.ualibrary.org.