

**CINCINNATI & HAMILTON COUNTY PUBLIC LIBRARY**  
**EMPLOYMENT OPPORTUNITY**

**FT Youth Librarian – Avondale Branch**

**Date Posted: 2/20/24**

The Cincinnati & Hamilton County Public Library seeks a full-time Youth Librarian to join our team at one of the busiest and best library systems in the country. This position, working in our Avondale Branch location, offers a community-minded, diverse and inclusive work environment; competitive compensation; as well as generous paid time off including PTO (accrued at 218 hours/year), Sick (accrued at 120 hours/year), and 9 paid Holidays. In addition, the Library offers a robust benefits package including medical; dental; employer-paid life and telehealth; vision; short-term disability; participation in the Ohio Public Employee Retirement System, and a host of additional voluntary benefits.

**POSITION SUMMARY:** This position creates, implements, and presents agency and community programs for youth as well as youth-related programs for parents, caregivers, and teachers. The Youth Librarian also maintains the youth collection, provides technology assistance, reader's advisory services, interprets the Library's policies and procedures, and regularly serves as the designated staff-in-charge.

**DUTIES:**

- Supervises the operation of the location in the absence of the Manager and may direct the work of staff when designated.
- Plans and conducts programs for youth to encourage engagement with Library resources in order to create lifelong learners.
- Serves the community and schools through programming, teacher collections, and other Library services.
- Performs reference and reader's advisory services in person, by telephone, and by e-mail, using materials in a variety of formats.
- Performs duties that require proficiency with a variety of hardware and software and compiles statistics when needed.
- Assists customers with various technologies such as phones, computers, and tablets.
- Assists customers with resumes, job searches, internet use, and basic word processing.
- Maintains youth collection.
- Interprets the Library's policies and procedures to the public in a customer friendly manner.
- Uses the Library's automated system to circulate materials to customers, including, checking materials in and out, processing holds, registering customers, and collecting fees.

- Maintains awareness of current Library trends through professional reading, conference attendance, and organization participation.
- Participates in the location responsibilities including, but not limited to, desk set up, shelf reading, banking, and filling interagency requests.
- Respects and maintains confidentiality of customers, peers, and branch/department.
- Meets requirements for punctual, reliable attendance.
- Other duties as assigned.

### **QUALIFICATIONS:**

- Understands and supports the Library's mission, vision, culture, and structure, and demonstrates a comprehensive understanding of the Library's policies and procedures.
- Interacts with members of diverse ethnic and socio-economic communities, children, staff, and management in a respectful manner that reflects the Library's values.
- Handles and responds to concerns, complaints and difficult situations.
- Demonstrates strong technology skills, with the ability and willingness to learn new skills quickly.
- Strong knowledge of youth literature, interests, and behaviors.
- Demonstrates creativity through a variety of programs and storytelling techniques. ♣ Demonstrated ability to train, direct, and supervise staff.
- Flexible, friendly and able to establish rapport with customers and staff.
- Communicates effectively in person, on-line, or by telephone while consistently providing excellent, proactive service to internal and external customers.
- Regularly solves problems and makes independent decisions.
- Seeks out new methods and principles as appropriate and incorporates them into existing practices.
- Seeks, accepts, and incorporates feedback and direction.

### **Location**

Cincinnati, OH

### **Position Type**

Full Time

### **Education**

- Master's Degree in Library Science from an ALA-accredited library school
- Must possess a valid driver's license and maintain a driving record that is acceptable to the Library's insurance provider.
- 1–2 years' experience working with youth is preferred.

### **Hours**

40 hours per week, schedule may include evenings and weekends

### **Salary**

Grade 7: 46,945.60 - \$68,078.40 annually, based on experience level

**Deadline**

Until Filled

Interested candidates should submit their resume and internal application to:

<https://chpl.org/about/working-at-the-library/>

**Equal Employment Opportunity Employer**