

SANDUSKY LIBRARY

POSITION DESCRIPTION

TITLE: YOUTH SERVICES LIBRARIAN
(FLSA: NON-EXEMPT)

POSITION CLASSIFICATION: Librarian I

REPORTS TO: ~~Assistant Director~~
Children's Services Manager

Minimum Qualifications:

Master's Degree in Library Science from an ALA accredited school with previous experience preferred/or recognized appropriate library experience acceptable.

Required Knowledge, Skills and Abilities:

Ability to communicate effectively.

Knowledge of the principles and practices of library work.

Knowledge in current trends in children's and teen services.

Ability to work independently, with co-workers, and in a team environment in a wide variety of situations with minimal supervision.

Ability to understand Library policies, rules and regulations, and clearly and pleasantly explain those policies to patrons and co-workers.

Knowledge of digital media products for youth.

Principal Duties and Responsibilities:

Encourages and promotes the philosophy of service as set forth in the Library policies.

Promotes the Sandusky Library system in a positive light at all times to the community.

Meets and greets the public with a cheerful attitude and a sense of humor.

Performs various professional level library services to meet the education, recreation, and informational needs of the community, with particular emphasis in youth services.

Performs reference services to individuals, groups, and agencies within the Library system.

Establishes liaison and performs outreach activities with organizations, agencies, schools, and home school providers in the community to creatively promote library services and facilitate programming.

Promotes and provides ideas for use of library services using displays, reader's advisory, and visual presentations to motivate increased use.

Responsible for programs and reading materials that meet the needs of the growing diversity of the cultural populations, including special needs.

Formulate book selection and acquisition policies and standards.

Administers the collection development and weeding for Youth Services collections using online review journals, SIRSI system, and publishers catalogs.

Organize collections of books, publications, documents, audiovisual aids, and other reference materials for convenient access.

Keeps informed of trends in children and teen literature, library services, and issues affecting them.

Attend professional meetings and conferences and follow-up by presenting and training staff new ideas.

Maintain memberships in professional and regional library associations and provide training to staff for the continued developments affecting libraries.

Promotes and publicizes the services, programs, and resources of the children and teen library. Prepares flyers, brochures, newsletters, and press releases for programs.

Serves as Library Supervisor as assigned by the Director.

Performs other duties as required.

For compliance with ADA: Any individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.