

6/27/2024

GNADENHUTTEN PUBLIC LIBRARY

POSITION DESCRIPTION

TITLE: YOUTH SERVICES LIBRARIAN
(FLSA: NON-EXEMPT)
PART TIME: 30 HOURS/WEEK

REPORTS TO: DIRECTOR

Minimum Qualifications: Bachelor Degree required with demonstrable understanding of principles of Early Literacy and experience working with children ages birth – high school. M.Ed. or MLIS from an ALA accredited school with previous experience preferred.

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:

- Promotes the Gnadenhutten Public Library 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 displays to motivate increased use.
- Responsible for programs and reading materials that meet the needs of the growing diversity of the community, 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, Bluecloud Analytics, and publisher 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 new ideas to the director and staff.
- 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.

Please send résumé and references to: Gnadenhutten Public Library
ATTN: April King, Director
PO BOX 116
Gnadenhutten, OH 44629