

## Youth Services Librarian

- a. Definition: Plans, organizes, coordinates and directs the overall activities of the children's department (readers ranging in age from infant to 18); to coordinate children's activities with other outside agencies and organizations; responsible for department spending.
- b. Supervision Received: Receives direction from the Library Director.
- c. Supervision exercised: Exercises direct and indirect supervision over clerical staff and volunteers within the Children's Department or at children's activities sponsored by the library.
- d. Examples of Principal Duties:
  1. Performs the planning, organizing, and management of the services of the Children's department using a knowledge of the principles and practices of modern children's librarianship to relate children's services to the needs of the community.
  2. Develops, plans, recommends and implements goals and objectives for the children's department; recommends and administers policies and procedures for the children's department; researches Director requests regarding policy; prepares and submits recommendations to the Director; assigns work and monitors work flow; reviews and evaluates work products, determines the appropriate approach to meet needs and special problems that arise within the department.
  3. Establishes goals and measures accomplishments against recognized standards. Analyzes, develops, and prepares written reports and plans.
  4. Updates the Director on the status of various projects. Advises, consults and confers with the Director, other children's librarians and citizens.
  5. Attends all meetings of the Library as requested by the Director. Prepares and delivers status reports and training as related to the children's department.
  6. Participates in the development of short- and long-range goals and plans for the children's department.
  7. Develops and maintains effective internal and external working relationships.
  8. Relays information including State and Federal legislation which may impact the children's department.
  9. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of children's librarianship; investigates new children's programs and services, etc. and recommends adoption of those that will benefit the children's department; oversees the implementation of all new techniques.
  10. Responds to citizen inquiries and concerns regarding the children's department and works to resolve difficult and/or sensitive complaints in a timely manner; maintains public relations and promotes children's library services.

11. Coordinates internal/external staff and patron training.
  12. Supervises department procedures, policies and service methods used.
  13. Selects titles, materials, and supplies to be purchased for infant through young adult ages.
  14. Reviews items in the children's collection for replacement, repair and discard.
  15. Pursues funding sources and donations.
- e. Experience and Training:
1. Graduation from a four-year college/university with a degree in Education, Library Science, or related field preferred.
  2. Working knowledge of technology fundamentals.
  3. Ongoing training as required.
  4. Experience working with children.
- f. License or Certification:
1. Certification as required by the Nebraska Library Commission.
  2. Possession of, or ability to obtain, an appropriate, valid driver's license.
- g. Essential Criteria:
1. Ability to travel significant distances as much as 24 times per year to attend meetings and training off-site.
  2. Ability to frequently reach above the head, stoop to the floor, must be able to lift on a frequent basis up to 10 pounds, lift up to 30 lbs., drag, climb and bend to perform a variety of tasks in processing and maintaining a collection, preparing for activities and performing general library duties.
  3. Ability to spend significant amounts of time using the telephone and computer.
  4. Knows and follows library and City policies and procedures.
  5. Knows and follows safety procedures, pointing out problems and keeping equipment in satisfactory condition.
  6. Keeps skills current and growing: attends required trainings, actively seeks opportunities to learn, exhibits energy and enthusiasm for libraries and service.
  7. Works well with others, including patrons, volunteers, and fellow staff.
  8. Understands that change and evolving library procedures and duties are constants in library work.
  9. Understands patron privacy and advocates for intellectual freedom and freedom of access issues.
  10. Is a good office citizen: fills out timecards at the beginning and end of each work period, and submits the timecards bi-weekly (to meet City payroll schedule), keeps work and break areas clean, responds to emails and requests promptly, and has a positive attitude.
  11. Punctuality and regular attendance are essential functions of each employee's job with the City.
  12. Works assigned schedule, makes own arrangements for a

substitute, and notifies the Library Director of the change.

13. Notifies the Library Director of upcoming vacation requests, in advance (so schedule changes may be accomplished).

14. Notifies the Director of sick and emergency leave as soon as possible (so schedule changes may be accomplished).

15. Expects to be photographed for publication in newsletters, Facebook, the library's webpage, etc.

h. Working Conditions:

Factors that make the job more difficult include: stress derived from dealing with large numbers of children of all ages; supervising one or more staff members; working under deadlines; working nights and weekends, closing, sometimes working alone; continued and on-going research and training to keep current on resources and information; eye and back strain from prolonged working at a desk and computer terminal or lifting heavy objects.