

City of Portage Job Description

Job Title: Youth Services Librarian
Department: Portage Public Library
Reports To: Library Director
Schedule: Full-Time, 40 hours per week

SUMMARY

Under general supervision of the library director, directs the activities of children and teen services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, organizes and conducts library services and programs for all library users, ages 0 to 18, including outreach programming to area schools, daycare centers, and Head Start programs.
2. Advises the library director regarding policies and procedures that pertain to children and teen services; writes reports, recommendations and procedures; implements decisions.
3. Develops, selects, maintains and weeds all children and teen collections.
4. Serves on the Leadership Team, participating in library planning, making policy and serves as supervisor in the absence of the director.
5. Assists patrons with ready-reference, technology assistance and reader's advisory at the Children's Desk.
6. Assists in library technology planning, implementation and management.
7. Provides backup assistance at the service desks.
8. Assists in hiring, training, evaluating, scheduling and supervising Children's Library Assistant, Events & Programming Coordinator and Children's Circulation Clerks as needed.
9. Manages a budget for materials, programs, continuing education and supplies.
10. Confers with community groups in an advisory capacity.
11. Conducts library tours, presents programs to local groups and performs other outreach activities for library users.
12. Promotes library services through flyers, news releases and other types of publicity.
13. Updates and posts announcements to social media, the library website and digital displays.
14. Carries out library policies and procedures.
15. Compiles statistical information on children's services.
16. Serves on professional and library system committees as assigned by the director.
17. Performs light housekeeping.
18. Performs other related work.

KNOWLEDGE AND ABILITIES

1. Ability to perform cataloging, classification, reference work and materials selection.
2. Ability to plan, organize and carry out a program of library services for children.
3. Strong interpersonal skills and the ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
4. Ability to plan, organize, train, supervise and evaluate the work of library employees.
5. Ability to maintain confidentiality of library user information.
6. Ability to use computer software and manage computer technology.
7. Ability to work independently, organize and prioritize work, respond to varied/changing work demand and make decisions as required.

8. Advanced knowledge and understanding of subject areas assigned, and of basic library principles, procedures, technology, goals and philosophy of services.
9. Mobility: travel to meetings outside the library.
10. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.

ADDITIONAL REQUIREMENTS

1. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form. Willingness to respond to supervisor's communications in an accurate and timely fashion.
2. Ability to effectively present information and respond to questions from library users. Working knowledge of English grammar and spelling.
3. Ability to interact positively and pleasantly with all ages.
4. Ability to write reports, business correspondence, and procedure manuals in an understandable way.
5. Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the use of a calculator.
6. Identify problems and opportunities; review alternative courses of action before selecting one; utilize information resources available when making decisions.
7. Effectively evaluate or make independent decisions based on experience, knowledge, or training.
8. Develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
9. Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to Library Director, Adult Services Librarian & Technology Coordinator or Circulation Services Supervisor when necessary.
10. Set priorities in order to meet assignment deadlines.
11. Keyboarding, writing, filing, sorting, shelving, and processing.
12. Processing library materials; picking up and shelving books.
13. Lifting and carrying: 50 pounds or less.
14. Pushing and pulling: objects weighing 300-400 pounds on wheels.
15. Sitting, standing, walking, climbing, kneeling, bending/twisting, reaching and crouching.

ENVIRONMENTAL/WORKING CONDITIONS (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

1. Flexible work hours; frequent evening and weekend hours.
2. Occasionally exposed to outside weather conditions.

EQUIPMENT USED

Audiovisual equipment, book cart, calculator, fax machine, self-check units, microfilm reader, photocopier, wireless printing, patron devices and telephone.

CERTIFICATES, LICENSES, REGISTRATIONS

Eligibility for Grade II Public Librarian Certification by the State of Wisconsin.

EDUCATION AND EXPERIENCE

Master's degree or equivalent, and one to three years related experience and/or training.