



10/17/17

JOB TITLE: Youth Services Librarian

DEPARTMENT: Library

STATUS: Full-Time, Non-Exempt

LABOR GRADE: 11

JOB SUMMARY: A technology-literate, savvy professional who will work on the front lines between the library, community and schools. Build programs to link the library to community groups, schools and home schoolers. Engage in outreach to all members of the community in order to improve library services. Work with children and young adults using dramatic and artistic talents to bring positive change to the youth and families of Hampstead. Design and provide engaging activities and programs that help young people develop their creativity, interests, and talents promoting and nurturing the habit of reading and library use, love of books and lifelong learning.

MAJOR DUTIES:

- Plans, prepares and presents programs for the youth of Hampstead, both on and off site.
- Develops dynamic and useful collections.
- Seeks and utilizes donations and grants from local businesses and organizations.
- Plans, publicizes and evaluates special programs at holidays and school/summer vacations.
- Sort gift books and materials for acquisition consideration.
- Create and construct decorative book displays.
- Interview, hire and conduct performance evaluations for Library Pages.
- Provide reader advisory and reference services, suggesting appropriate titles in response to parent, children and teacher requests.

- Perform general circulation desk duties, greeting and assisting the patrons.
- Provide instruction and assistance to library patrons of all ages in the use of the library and all online resources.
- Keep statistics on all programs and report monthly to the Library Director.
- Engage in regular communications to ensure that the Library Director is advised of needs and issues.
- Ensure all library staff are informed on all youth activities.
- Provide staff supervision in the absence of the Director and Assistant Director, making timely decisions and handling physical plant issues as needed.
- Attend conferences and continuing education workshops, keeping up with the latest technology.
- Responsible for opening the library, working nights and weekends as scheduled.
- Perform other tasks as assigned by the Library Director.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Is passionate about working with young people.
- Knows and loves children's and young adult literature.
- Strives to learn emerging technologies and teach it to others.
- Has a commitment to helping people learn.
- Cares about making a positive impact in the community.
- Explores ways to build strong parent/child relationships.
- Believes strongly in the rights of children and young adults.
- Acts as a catalyst for innovative teaching and authentic learning.
- Possesses creativity, motivation, flexibility, excellent communication skills, imagination, enthusiasm, and more!

- Knowledge of library practices and procedures including the Dewey Decimal System.
- Skilled in oral and written communication.
- Skilled in fundraising.
- Skilled in interpersonal relations.
- Skilled in marketing programs.
- Ability to work independently.
- Ability to supervise, evaluate and plan.
- Ability to contact performers, schedule and supervise pages.
- Ability to work effectively and cooperatively with staff, children, parents, teachers, volunteers, and library patrons.

SUPERVISORY CONTROLS: The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions.

The employee has responsibility for planning, designing and carrying out programs, projects, studies or other work independently.

Results of the work are considered as technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence of the overall program, or the contribution to the advancement of technology. Recommendations for new projects and alterations of objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals or organizational priorities.

GUIDELINES: Administrative policies and precedents are applicable but are stated in general terms. Guidelines for performing the work are scarce or of limited use.

The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or to propose new policies.

COMPLEXITY: The work includes various duties involving different and unrelated processes and methods.

The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives. The work involves

conditions and elements that must be identified and analyzed to discern interrelationships.

SCOPE AND EFFECT: The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria.

The work product or service affects the design or operation of systems, programs or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical and economic well-being of persons.

PERSONAL CONTACTS: The contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants).

PURPOSE OF CONTACTS: The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

PHYSICAL DEMANDS: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending. Crouching, stooping, stretching, reaching or similar activities; requiring lifting of moderately heavy items such as typewriters and record boxes. The work may require specific, but common, physical characteristics and abilities such as above average agility and dexterity.

WORK ENVIRONMENT: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated and ventilated.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Lead workers at this level possess the authority to assign, coordinate and review the quality and quantity of the work of other employees. They instruct employees in specific techniques or technical methods for accomplishing work assignments. They usually perform the same type of work as the employees supervised, but may be responsible for performance of the more technically difficult, controversial or sensitive work assigned to the unit or group. They are not normally responsible for counseling or disciplining employees or for performing personnel management functions such as evaluating performance, recommending hiring or discharge or making salary decisions, etc.

MINIMUM QUALIFICATIONS: Knowledge (such as would be required through a pertinent baccalaureate educational program or its equivalent in experience, training or independent study) of basic principles, concepts and methodology of a professional or administrative occupation and skill in applying this knowledge in carrying out elementary assignments, operations or procedures;

OR

In addition to the practical knowledge of standard procedures in Level 4, practical knowledge of technical methods to perform assignments such as carrying out limited projects that involve use of specialized, complicated techniques;

OR

Equivalent knowledge and skill.