

JOB SUMMARY

The Young Adult Librarian reports to the Youth Services Manager and is responsible for providing library services to youth and young adults in and outside of the Library. This position provides excellent customer services to library patrons, assists patrons and staff in meeting their reference and informational needs, plans and conducts library programs with a focus on youth and young adults, promotes library services to the community, manages assigned library collections, participates in the day-to-day operations of the library, and administers other library services as assigned.

MAJOR DUTIES / ESSENTIAL FUNCTIONS

The following list identifies the principal duties of this position, but it is not exhaustive. Other duties may be required or assigned.

- Serve as a member of the youth services team to administer the youth and young adult areas of the library. Serve as Librarian-in-Charge when assigned. Develop feasible, realistic solutions to problems or questions. Recommend changes or improvements in library operations to supervisors when appropriate.
- Provide high quality, approachable customer service to patrons via various communication methods, such as in-person, phone, email, online chat and text, with a focus on reference, technology and readers' advisory. Maintain confidentiality in all interactions and communications with patrons.
- Organize, prepare, promote and present programs for youth and young adults to promote life-long independent readers and literacy in our community. Programming examples include teen and tween advisory boards, gaming programs, book clubs, outreach to local schools, clubs and organizations, the Summer Reading Program and passive programming.
- Select materials for purchase for assigned collection areas according to the Collection Development and Selection Policy. Maintain assigned areas by cataloging new materials and through the systematic evaluation of currently owned materials and their collections.

OTHER JOB DUTIES

- Promote library services through community outreach and participation.
- Prepare informational and promotional materials about library events and resources including press releases, flyers, displays, resource guides, calendars and newsletters in both print and non-print form.
- Maintain up-to-date knowledge of trends in school age and young adult services by reading professional literature and participating in committees and continuing education opportunities.
- Use budgeted funds and materials effectively and efficiently.
- Coordinate work assignments and supervise the work of volunteers as directed.
- Prepare and maintain library statistics as requested.
- Explore and recommend new technologies in the library to engage users and staff.
- Follow and enforce library policies and procedures.
- Maintain a working environment that sustains a high level of employee morale and productivity.
- Perform other tasks and projects as assigned.

EDUCATION AND EXPERIENCE

- Master's degree in Library and Information Science from an ALA accredited institution (or within 9 credits of completion). Degree must be obtained within 6 months of hire.
- One (1) year experience in library operations required (public library experience preferred). Experience, knowledge, or training related to youth or young adults preferred.
- Good communication skills and strong customer service skills required.

REQUIRED KNOWLEDGE AND ABILITIES

- Ability to work well with and relate to patrons of all ages, especially youth and young adults.
- Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.
- Ability to set priorities, manage time and complete tasks on time. Creatively and effectively make decisions based upon experience, knowledge, or training without supervision. Considerable ability to understand and follow written and oral instructions.
- Advanced knowledge of library operations, services and materials, with a focus on young adults.
- Demonstrated ability to market, publicize and promote library services to the public.
- Ability to maintain a working knowledge of contemporary issues, trends and technology in young adult services by attending workshops, professional meetings and by reading current professional literature.
- Ability to maintain confidentiality regarding patrons, staff and other individuals having business with or access to the library.
- Ability to understand library policies and procedures and apply them to library operations.
- Basic competency and experience using and supporting current digital devices and software, including, but not limited to, Microsoft Office, the Internet, Adobe Software Suite, iOS and Android platforms and devices.
- Proven ability to adapt quickly to a changing technological and content/information distribution landscape.
- Ability to gather statistics, analyze information and prepare reports.
- Ability to create or propose engaging and meaningful content for library-sponsored social media networks, including Facebook, Instagram, Twitter and Snapchat.
- Good oral and written communication skills.
- Proficiency with English grammar and spelling.
- Ability to calculate basic arithmetic problems without the aid of a calculator.

LICENSES AND SPECIAL CONDITIONS

- Possession of a valid Wisconsin Driver's license is required.
- Must be able to maintain a regular work schedule and work evenings and weekends, sometimes with little notice.

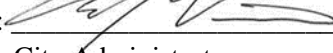
SUPERVISION / ACCOUNTABILITY

- Accountable to the Youth Services Manager and in his/her absence the Assistant Library Director.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands and fingers to reach and feel books or operate equipment and reach with hands and arms.
- Using hands to finger, handle or touch books, write, file, sort, shelve and keyboarding.
- Using hands and arms in handling, installing, positioning, and moving materials and manipulating items.
- The employee frequently is required to sit, stand, walk, stoop, climb, kneel, crouch, crawl, bend, twist, and balance using legs and feet.
- The ability to exert muscle force to lift, push, pull or carry furniture for room set-up.
- The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- Ability to talk and hear.
- Close vision and distance vision are required.
- The employee frequently is required to lift and reach books above the shoulders.
- The employee must frequently lift or carry up to 50 pounds safely.
- The employee must occasionally push or pull: objects weighing 300-400 pounds, with mechanical and/or physical assistance.

Approved By: 
City Administrator

Reviewed By: 
HR Manager

Reviewed By: _____
Library Manger

Approved by the Library Board of Trustees April 10, 2012

Revised December 15, 2015

November 15, 2016

November 21, 2017

February 8, 2018

November 30, 2018