JOB DESCRIPTION

JOB TITLE: Youth Services Librarian  
DEPARTMENT: Baxter Memorial Library

REPORTS TO: Library Director  
SUPERVISES: Library Assistants & Volunteers in Youth Services

GRADE: 3  
SCALE: ☒ ADMIN  ☐ TECHNICAL  ☐ N/A

POSITION CLASSIFICATION: ☒ REGULAR  ☐ NON-REGULAR  
☐ TEMPORARY  ☐ SEASONAL  ☐ VARIABLE PT 
☒ FULL TIME  ☐ PART TIME  
☐ EX SALARY  ☒ NX HOURLY  ☐ OTHER

Position Purpose
The Youth Services Librarian works as a professional librarian under the general direction of the Library Director. The Youth Services Librarian is responsible for collection development and programming for youth (infant-high school), as well as parents and caregivers. The Youth Services Librarian coordinates all services, outreach, and activities in the Youth Services Department. The Youth Services Librarian collaborates with the School Department to provide programming, promote events, and provide outreach services to preschool and pre-K centers. This position has considerable contact with the public and supervises Senior Library Assistants, Library Assistants, and volunteers in the Youth Services Department.

Primary Duties & Responsibilities (Illustrative Only)
The essential job functions and duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Manages and coordinates all activities and services in the Youth Services Department.
- Supervises Senior Library Assistants, Library Assistants, and volunteers in the Youth Services Department.
- Communicates general library information and library policies to library patrons.
- Assists children and adults in the use of the library, primarily in the Youth Services Department.
- Develops, implements, and evaluates programming for youths (infant-high school), parents and adult caregivers.
- Builds, maintains, and weeds Youth Services Collections including, but not limited to reference books, picture books, juvenile fiction and non-fiction, young adult fiction and nonfiction, non-print collections, and parenting/teacher books.
- Designs, develops, and maintains the Youth Services page on the library website.
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- Effectively promotes and publicizes Youth Services programming and events through social and traditional media.
- Creates displays and other publicity including providing information and articles to the Gorham Times and other local publications.
- Cooperates with agencies that care for and/or serve children and young adults (infant-high school.) Provides outreach services to community groups dealing with children and young adults. Works with the School Department to provide outreach services to preschool and pre-K centers.
- Promotes a safe and welcoming customer-focused environment and assists children and adults in the use of the library.
- Keeps the Library Director informed of Youth Services Department programming, services, and issues.
- Advises the Library Director on policy and procedural issues regarding the Youth Services Department.
- Orders materials and programming supplies for the Youth Services Department according to established procedures.
- Advises Library Director of grant opportunities and assists in researching/applying for grants.
- Keeps abreast of trends related to children’s/young adult literature and librarianship.
- Participates in professional development opportunities.
- Performs other related duties as assigned.

Minimum Qualifications (Recommended)

Education, Training, and Experience:

Minimum of a Master of Library Science (MLS) degree, or equivalent, from an ALA accredited program required. Prior practical library experience required. Prior experience working with youths required. Any equivalent combination of education, training, and/or experience that provides the required knowledge, skills, and abilities may be considered.

Knowledge, Skills, and Abilities:

- Working knowledge of standard library practices, procedures, and technologies.
- Significant experience working with youths (infant-high school.)
- Demonstrated knowledge of child development (infant-high school.)
- Experience developing and implementing programs for youth (infant-high school), parents, and adult caregivers.
- Experience in collection development with strong knowledge of children’s and young adult literature and materials.
- Strong service orientation with the ability to provide quality library service to a diverse public and consistently project a positive image of the Town.
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- Intermediate skill and proficiency in the following computer/software applications with the ability and willingness to learn new software programs as needed: Microsoft Office products: Word, Excel, Publisher, and PowerPoint; Google: Gmail, Calendar, Drive, and Meet; Zoom; Sierra ILS.
- Capable of learning new software programs and technologies as needed.
- Basic typing, word processing, and knowledge of standard office procedures and equipment.
- Excellent interpersonal skills with ability to communicate effectively, both verbally and in writing.
- Ability and willingness to display a high level of respect and professionalism in the workplace at all times.
- Ability to deal courteously with the general public at all times and establish and maintain effective working relationships with other employees, municipal officials, School Department staff, library trustees, volunteers, and outside agencies.
- Ability to accurately interpret, follow, and enforce Town and Library policies, rules, and regulations.
- Self-motivated with solid organizational skills.
- Ability to exercise ethical decision making and good judgment.
- Ability to understand and follow complex oral and written instructions and to seek clarification of instruction when necessary.
- Ability and willingness to adapt to changing organizational needs, conditions, and work responsibilities, including flexibility to try new ideas and methods.
- Ability to multi-task, work within established deadlines, and prioritize daily workload with minimal supervision.
- Ability to resolve customer complaints in a calm, respectful, and positive manner.
- Demonstrated attention to detail with the ability to perform highly detailed work with frequent interruptions and distractions.
- Ability to speak in public, including presenting at library functions and reading out loud during story time.
- Ability to maintain confidential information and exercise considerable tact in the handling of sensitive matters.
- Ability to work cooperatively as a team and willingness to cross-train with other team members.
- Ability and willingness to successfully complete any necessary training.
- Must be able to work weekday, evening, and weekend hours.
- Ability to transport self to off-site meetings, conferences, and trainings.
- Ability to perform all essential functions of the position.

Physical & Mental Requirements

The physical and mental 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.
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Physical Requirements:

While performing the duties of this job, the employee is frequently required to work at a computer and stand for prolonged periods of time. Sufficient speech and hearing are needed to clearly convey and receive information over the phone and in person. Must have sufficient vision to perform the essential functions of the job. While performing the duties of this job, the employee will regularly stand, sit, talk, walk, bend, pull, inspect documents, reach with hands and arms, as well as use hands to finger, handle or feel objects routinely used to perform job duties. The employee must regularly crouch or kneel, step up, and lift and/or move objects weighing up to 30 pounds independently, such as office supplies, boxes, and books. Occasionally lifts objects weighing over 30 pounds. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials and tasks.

Mental Requirements:

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; observe, accurately interpret, and respond appropriately to highly sensitive and/or volatile situations and/or persons; read and interpret data, information, and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing and intensive deadlines; manage multiple concurrent tasks; work with constant interruptions; and interact in a calm, professional manner with staff, officials, and the public. Has access to confidential documents requiring the application of appropriate judgment, discretion, and professional office protocols to ensure the integrity of sensitive information.

Has frequent contact with town officials, school officials, employees, the general public, contractors, vendors, and state agencies and representatives. Contacts are primarily in person, by email, telephone, and in writing and involve discussing routine and semi-complex information; contacts with the public require considerable patience, tact and discretion and in some cases confidentiality. Interaction with the public and staff is occasionally done in a group setting requiring public speaking.

Work Environment

Work is performed under typical library conditions. Operates computer (hardware and software), telephone, and other standard office equipment. Hazards are considered minor and controllable, but may include exposure to human error and angry/hostile humans. The noise level is usually low to moderate.