

**Job Title:** Youth & Teen Services Librarian

**Deadline to Apply:** Saturday, December 14, 2013

**Position Overview:** Under the supervision of the Library Director, serves as the Youth & Teen Services Librarian.

**Schedule:** Introductory part time including some evening and weekends, transitioning to full time (40 hours per week) including some evening and weekends.

**Duties and responsibilities may include but are not limited to, the following:**

- Provides reference and reader's advisory services to library patrons of all ages by conducting reader's advisory and reference interviews and then providing relevant, timely information.
- Assists patrons in their search for library materials including but not limited to finding and obtaining specific items in the collection.
- Assists and guides patrons in using library resources, including the collections, library services, equipment, facilities, etc.
- Instructs and assists patrons with basic technical support including computers, printing, software, photocopies, wireless access and any other technological services provided by the Library.
- Participates in developing, planning, organizing, implementing, providing and evaluating age-appropriate, innovative, and creative programs for children and young adults; provides library outreach service to the schools and community through programs such as class/daycare visits, summer reading events, etc.
- Participates in selection of materials for acquisition in the youth and teen collections. Analyzes user needs, interests, hold lists, popular topics, and other measures to determine future directions of the collection.
- Read print and electronic resources and catalogs to become familiar with new materials in all formats.
- Maintains the collection including the shifting of books, recommending materials to be discarded, requesting of replacement materials, evaluating donated materials, and displaying materials.
- Maintains additional items in the youth area such as puzzles, puppets, computers, toys for creative play, etc.
- Creates bibliographies, user guides, promotional materials, and publicity spotlighting the youth and teen collections, services, and programs to the community.
- Creates marketing and learning displays within the library.
- Networks with community groups, initiates and maintains community contacts, including those with the local schools and other community organizations serving youth and caregivers. Promotes awareness and support for youth and teen services by acting as a liaison with community agencies.
- Maintains knowledge of the circulation system and reference desk and provides circulation and reference desk services as library operations require.
- Interprets library policies and procedures to the public in a customer-friendly manner.
- Pursues professional development by serving on LLC committees and attending meetings, workshops and conferences and reading professional literature to maintain up-to-date knowledge and skills.
- Perform other duties as assigned.

**Job Requirements:**

- Masters degree in Library and Information Science from an ALA accredited school
- Library experience preferred.
- Skill in collection development and appropriate programming for youth and teens.

- Thorough knowledge of youth and teen library resources and reading materials in a variety of formats.
- Solid knowledge of current trends and developments in the library profession and in youth and teen library services.
- Successful experience working with children, young adults, parents, caregivers, and educators.
- High level of energy and self-motivation to create new services.
- Ability to initiate, organize, and follow through on programs, services, and projects.
- Willingness to maintain a flexible schedule in order to implement programming and accommodate staffing needs.
- Commitment to excellence in customer service and ability to deal effectively with the public in a tactful, courteous manner.
- Demonstrated competency with information technology including electronic resources, online catalogs, the Internet, etc.
- Thorough knowledge of public library services and programs.
- Possession of excellent critical thinking skills and the ability to make sound decisions.
- Strong oral and written communication skills.
- Strong organizational and time management skills.
- Ability to work under general supervision with latitude in exercising independent judgment and discretion subject to Library policies, procedures, and professional practices.
- Working knowledge of the principles, methods and practices of public library operations, including search methods, reader's advisory and reference interviews. Incumbent is also expected to acquire knowledge of the policies and procedures of the Flat River Community Library.
- Valid Michigan driver's license and available transportation.

**Working Conditions:**

- Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust and noise.
- May require occasional travel including out of county for meetings.
- Work hours may be varied, including evenings and weekend hours.
- Frequent sitting/standing in one position for extended periods of time.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

Application is available at [www.flatriverlibrary.org/about](http://www.flatriverlibrary.org/about). Applications and resumes will be accepted until Saturday, December 14, 2013 and may be submitted to:

Flat River Community Library  
 Attn: Laura Powers  
 200 W. Judd St.  
 Greenville, MI 48838

grelp@lcoop.org