

Job Description  
Independence Public Library

Position  
Youth Librarian

Description of Work

Under direction of the Library Director is responsible for program planning, supervision of youth department staff, book selection, circulation desk functions using an automated circulation system, shelf maintenance, outreach, basic library record keeping and overdue book procedures, registration. Assist patrons with computers and reader's advisory. Participates in professional library associations and stays informed of current trends and competencies in librarianship and child development.

Duties

- Takes a leadership role in planning, organizing, advertising, and conducting diverse youth programs based on youth needs that educate, inform and inspire
- Selects and de-selects materials for the children's collection
- Supervises department staff and volunteers
- Creatively displays and promotes library services and writes press releases for the department
- Performs circulation desk activities using an automated circulation system
- Assures accurate library shelving of books and periodicals by shelf reading and reshelving, as necessary
- Compiles a variety of statistics concerning library usage and program attendance
- Conducts public presentations as needed
- Works to eliminate discrimination, exclusion, and ethnocentrism in the workplace
- Writes effective grant applications and manages the department budget
- Conducts the Summer Reading Program
- Participates with the RIF Program
- Helps patrons with computers
- Offers reader's advisory services
- Conducts outreach programs
- Performs other duties as required

Knowledge, Skills and Abilities

- Good knowledge of library procedures and practices.
- Good knowledge of children's literature.
- Good knowledge of clerical practices.
- Good knowledge of the English language.
- Good ability to understand and follow written and oral instructions.
- Considerable community engagement mindset
- Considerable ability to pay attention to detail.
- Considerable leadership ability to establish and maintain effective working relationships with superiors, associates, and the general public.
- Up-to-date computer skills

- Excellent customer services skills
- Excellent community service orientation
- Ability to stand for extended periods, bend, lift up to #30 and climb stairs.

#### Experience and Training

Bachelor's degree preferred or equivalent experience, some library and clerical experience preferred.