



ZION-BENTON PUBLIC LIBRARY

Title:	Youth Services School Liaison Librarian
FLSA Status:	Non-Exempt, Full time, non-supervisory position
Schedule:	37.5 hours per week, requires evening and weekend hours.
Reports To:	Youth Services Coordinator
Jobs Supervised:	None – may train and oversee department volunteers; may assist in supervising support functions for shift
Job Summary:	The position focuses on the development and implementation of programs, collections, and outreach supporting digital literacy and the promotion of library resources.

Nature and Scope of Position:

The principal responsibility of this position is to perform professional librarian work in the specific area of youth services. The position focuses on the development and implementation of outreach and programming promoting the relationships between the Library and area schools and students (preK-6th).

Essential Functions and Responsibilities:

- Develop and coordinate outreach and services to students, schools, preschools, daycares and homeschoolers in the district
- Initiate, develop and maintain close working relationships with school librarians, teachers and school leaders
- Coordinate field trips to the library and schedule classroom visits
- Plan and present informative programs to students, staff and parents
- Promote library resources and programs through PR and marketing
- Select materials to fill requests from teachers to serve as curriculum support
- Assist with library story times and implement early literacy programs
- Perform collection management responsibilities in assigned areas
- Provide reference, information and reader services to children and adults at the library
- Encourage children and patrons to get library cards
- Monitor the department space to ensure the safety of all patrons
- Organize and run a meal program for youth in the summers
- Cultivate mutually beneficial partnerships with local organizations
- Stay abreast of trends in education and district news; share information with staff as appropriate
- Stay up to date on books, movies, technology and youth pop culture
- Participate in staff, department, and other professional meetings related to job responsibilities, as assigned
- Perform other duties as assigned

Essential Knowledge, Skills, Abilities:

- Ability to provide outstanding customer service
- Professional demeanor and a team mentality essential
- Passion for information, learning and engagement



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- Skills in decision making and creative problem solving
- Ability to independently exercise judgement within established guidelines on matters relating to patron experience and inquiries
- Ability to collaborate with staff to develop and implement long and short range plans
- Ability to work independently, set priorities, adapt as needed and see projects through to completion
- Proven ability to plan and execute successful programs
- Ability to handle multiple activities or interruptions at once
- Ability to deal calmly and effectively with a wide range of individuals, in some cases under busy conditions
- Adaptable to changing situations
- Ability to develop, create and analyze statistical reports consistently
- Creative outlook with fresh ideas to engage patrons
- Proven ability to connect with children and families of varying demographics and developmental needs
- Proficient in the use of current library technologies
- Patience and skills to provide training that enables patrons at all levels to understand and use technologies, products and services
- Ability and desire to represent the library on community task forces, committees and at community & professional events
- Effective oral and written communication skills in English
- Fluency in Spanish language preferred
- Must have a valid driver's license with reliable & insured transportation

Education and Experience:

- MLS/MLIS from an ALA-accredited school or Master's degree in related field required
- Experience working in a school or public library preferred
- Experience working with children, caregivers and families preferred

Physical and Other Requirements

- Must be able to move with patrons throughout the building to provide, explain, and interpret resources
- Frequent sitting, moving, bending, stooping, lifting, and reaching
- Must be able to push and pull library carts with materials
- Must have access to transportation necessary to attend library-related meetings, events, and conferences
- Vision for far and near

Contacts: Patrons, volunteers, other library staff, vendors, and peers at other organizations.

Working Conditions: Normal Office conditions



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This is a full time position with paid vacation, holidays, sick and personal time, insurance and retirement benefits. Schedule requires day, evening and weekend hours. Starting pay range: \$39,136 to \$58,110, (\$20.07-\$29.80/hour) depending on qualifications.

To Apply: email cover letter, resume, and online application to Amy Andresen, Youth Services Coordinator at aandresen@zlibrary.org. The position will be open until filled.

Zion-Benton Public Library District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.