



# ZION-BENTON PUBLIC LIBRARY

<b>Title:</b>	Youth Services Librarian I
<b>FLSA Status:</b>	Non-Exempt, Full time, non-supervisory position
<b>Schedule:</b>	37.5 hours per week, requires evening and weekend hours.
<b>Reports To:</b>	Youth Services Coordinator
<b>Jobs Supervised:</b>	None – may train and oversee department volunteers; may assist in supervising support functions for shift
<b>Job Summary:</b>	The position focuses on the development and implementation of elementary aged-programs, outreach, and 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.

## **Essential Functions and Responsibilities:**

- Plan and present informative and enriching programs to children ages K-5<sup>th</sup> grade.
- Participate in outreach to schools, daycares, and community organizations, and at community events.
- Promote library resources and programs through PR and marketing
- 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
- 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
- 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



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- 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 or two to three years of progressive library experience.
- Experience working in a school or public library
- Experience working with children, caregivers and families

## **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

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: \$42,334.50 to \$62,848.50 (\$21.71-\$32.23/hour), depending on qualifications.

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



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