

# Riverside Regional Library Children's/Youth Librarian

**Classification: 5**

## **Responsibilities:**

Responsible for children/youth programs and services at Central Center, assisting Branch Managers in the area of children/youth services, assisting Library users in obtaining materials, and maintaining the collection and its availability to the public. The Children's/Youth Librarian is under the supervision of the Library Director.

## **Education/Work Experience**

- Bachelor's degree required with major in Library science, education, or other relevant area. Minimum one year's experience working in public service area, preferably in public Library.
- Experience with children's programs, books, authors, and materials.
- Experience and/or training in computer technology.
- Strong interest in reading preferred.
- Possession of a valid Missouri driver's license or ability to obtain necessary license.

## **Special Requirements**

- Ability to work well with the public, dealing with patrons tactfully and courteously.
- Ability to complete tasks; pay attention to accuracy; work with interruptions; maintain confidentiality; stay abreast on new procedures affecting Library services;
- Ability to establish and maintain effective working relationships with fellow employees and Supervisors.
- Ability to adapt to changing job conditions.
- Ability to make decisions and give direction in a timely and positive manner.
- Ability to coordinate multiple tasks simultaneously.
- Ability to use a computer and operate Library machines; ability and willingness to learn how to operate new equipment and learn new software programs.
- Availability to work evenings and weekends, as needed.
- Physical dexterity and the physical ability to lift up to 40 pounds, bend, reach, and spend up to 4 consecutive hours standing and walking.
- Ability to communicate fluently in English, both orally and in writing; type; file; calculate; read written material at a minimum of ¼ inch magnification; maintain records; prepare reports; write correspondence.
- Ability to work without supervision.
- Ability to perform professional duties requiring adherence to standards of accuracy, timeliness, tact, and confidentiality.

## **Specific Duties**

- Plans, promotes, and provides youth activities such as story times, summer reading programs, and other special events at the Main Library that enhance the lives and promote reading to young Library users.
- Assists Branch Managers in the area of children/youth services by planning, coordinating, promoting and/or providing youth activities such as story times, summer reading programs, and other special events throughout the Library system.

- Conducts outreach programs to schools, preschools, and childcare centers throughout the Library service area.
- Assists with maintaining the children's and YA collections at Central and their availability to the public. Selects and orders children's books. Suggests children's AV to purchase.
- Organizes attractive displays in the children's section to attract young Library users and encourage reading.
- Assesses and weeds the youth collections at Main Library on an on-going basis. Assists in assessing and weeding the youth collections at the Branches, as needed.
- Provides reference and reader's advisory assistance to children and youth.
- Assist Library users by answering questions, locating and obtaining materials.
- Organizes and provides tours of the Library and its services to students and other groups of young Library users. This duty is shared with the Circulation Staff when Children's Librarian is not available.
- Enhances the programs of the local schools by providing consultative services and promoting school-Library cooperation throughout the Library system.
- Provides direction to Library staff and volunteers as they shelve and assist in the children's and young adult's sections.
- Maintains statistical records and writes monthly reports as required by the Library Director.
- Attends Staff Meetings.
- Maintains confidentiality of patron records and sensitive information.
- Attends training workshops, conferences, and/or other continuing education opportunities that relate to job duties and/or the improvement of Supervisory skills.
- Inputs statistics into circ computer on or before the last day of each month.
- Submits monthly statistical reports to Director by the 10<sup>th</sup> of each month.
- Submits monthly narrative report to Director by the 10<sup>th</sup> of each month.
- Maintains computer on a regular basis (clean screen & keyboard; use compressed air to dust back and inside of tower monthly; run virus scan at least weekly; delete history, cookies, and temporary files weekly; defrag monthly; install updates as needed—Adobe, Java, Microsoft, Windows).
- Work the circulation desk, as needed.
- Perform other duties as assigned.

*Approved by the Board of Trustees April 22, 2004; revised 27 May 2010.*