



Ozark Regional Library

POSITION TITLE: Head of Youth Services (Children's Librarian)

Full Time, Exempt

SUMMARY OF POSTION:

The Ozark Regional Library is looking for a Children's Librarian who is committed to transforming lives and strengthening communities through the power of learning and reading. This position requires professional knowledge and judgment, including, but not limited to, reference and readers' advisory services, collection development, individual/group programming and community outreach. Under the supervision of the Director, the Children's Librarian engages children and teens through collections, technology, and programs in ways that encourage them to follow their interests and to discover new ones.

ESSENTIAL QUALIFICATIONS:

- ALA accredited Master's degree in Library and Information Studies
- Enthusiasm for public service and the ability to interact courteously and effectively with library staff and volunteers, the library's business contacts, and the general public
- Experience creating and conducting a variety of innovative programs for children and their parents/caregivers
- Knowledge and appreciation of children's literature, audiovisual materials, computer resources, and other materials that constitute a balanced, relevant youth collection, as well as a love of reading
- Experience developing, maintaining, and promoting children's collections
- Successfully demonstrated ability to work as part of a team
- Experience building partnerships with local organizations and schools to meet the needs of community users
- Demonstrated successful interpersonal, oral, and written communication skills
- Strong organization and planning skills, including the ability to perform multiple projects or tasks simultaneously
- Strong computer and other related technology skills, including online searching, social media, and reference resources and databases and e-reader devices
- Ability to represent the library at professional and community meetings
- Ability to solve problems and to maintain confidentiality
- Ability to self-motivate and work with minimal supervision
- Willingness to learn new skills in these areas
- Maintain a valid MO Driver's license

Preferred: supervisory experience, and experience in program planning & fund-raising (e.g. seeking grants or public support to support programs)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supports and contributes to the overall library mission and demonstrates good judgment in the implementation of library policies
- Performs all work in a courteous and cheerful manner
- Trains, supervises and schedules staff and volunteers working in youth services
- Provides reference and reader's advisory guidance to patrons. Assists patrons who need help using the online catalog or finding items on the shelves.
- Evaluates sections of library Children's and Teen materials for weeding, repair or replacement (and other collections as assigned)
- Appraise damaged library materials and issue appropriate charges
- For all locations—plans, presents and supervises programs for teens and children including, but not limited to, author visits, book clubs, movie showings, technology classes and educational presentations and exhibits. Assists with identifying and applying for grants to pay for some of these opportunities.
- Creatively considers ways to enhance inter-generational learning opportunities for the community and facilitates group and family visits to the Library to enhance the reading skills of children
- Fosters digital literacy and provides age-appropriate technology instruction to children
- Initiates, organizes, and follows through on programs, services, and projects
- Participates in professional activities and learning opportunities locally and regionally
- Builds successful working relationships and partnerships with local organizations and helps to acquaint them with library resources, programs and services
- Uses media, public speaking, and social media as a means to promote and share information about the library
- Creates bibliographies, user guides, promotional materials, and publicity spotlighting youth materials
- Creates displays to enhance the library experience and to promote use of library resources
- Develops and submits timely updates on youth services for the library's website
- Creates and publishes brochures, posters, and other PR materials to promote library programs, resources and materials
- Works at the circulation desk, assists other staff, helps maintain the good order of the library (shelve books, push in chairs, etc.) as needed
- Prepares regular narrative and statistical reports for the Library Director (This includes compiling monthly visitor counts, reports of number and type of programs, school visits, etc.)
- Performs other duties as assigned

SUPERVISION EXERCISED

Direct responsibility for library youth department personnel and volunteers

SUPERVISION RECEIVED

Works under the general supervision of the Library Director

PUBLIC CONTACTS

Continuous contacts with library personnel and the general public

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters and must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Typical Needs:

- Position requires frequent sitting, walking, bending, reaching, handling, grasping, talking, hearing, and repetitive motions of hands/wrists
- Specific vision abilities required to do this job include close vision and the ability to adjust focus
- Ability to hear and speak with patrons, staff, and telephone callers
- Ability to sit for extended periods
- Ability to use keyboard and to view computer monitor for extended periods
- Ability to move and check in library materials using an automated circulation system
- Ability to travel to branch libraries
- Ability to lift and carry at least 30 pounds
- Ability to push and pull 100 pound carts

Performing the duties of this job requires the use of equipment including but not limited to: computer, telephone, copy and fax machines, microfilm/fiche reader/printer, general small office tools, and the library vehicle.

WORK SCHEDULE

Hours of work are dependent on the needs of the Library. Generally this position involves Monday through Friday daytime hours, with at least one evening a week and some Saturdays.

EMPLOYEE BENEFITS

For all full time library employees: paid time for illness, vacation (after a probationary period) and some public holidays. In addition, dental, vision, health/HSA, and life insurance as well as retirement savings plans are available.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.