

CITY OF MIDDLETON
 YOUTH SERVICES LIBRARIAN



Division/Department	Middleton Public Library
Location	7425 Hubbard Avenue
Job Title	Youth Services Librarian
Reports to	Head of Youth Services

Level/Grade	Type of position:	Hours <u>40</u> / week
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> LTE <input type="checkbox"/> Seasonal	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

GENERAL DESCRIPTION

Under the supervision of the Head of Youth Services, the Youth Services Librarian (YSL) is a member of the Youth Services Team. The YSL is responsible for assisting patrons of all ages in locating library materials and accessing library collections, both print and online resources, for explaining library services, policies, and procedures, and for answering reference questions in person, by phone, or through email at the Main Level Service Desk. Primary duties include the planning, publicizing and presenting programming with a focus on children, 0-12 years old, and the development of the children's collections in support of current educational and lifelong learning trends. The YSL evaluates, recommends and implements the use of emerging library technologies as related to children's services. This position serves as the operational supervisor in the absence of the Library Director and members of the Management Team.

JOB FUNCTIONS

- Plans, implements, publicizes, facilitates and evaluates programs for children with an emphasis on children ages 0-12.
- Facilitates the Children's Summer Reading Program and other early literacy programs: plans events, procures performers, writes publicity, maintains statistics, and other related activities.
- Takes a leadership role in the research and implementation of emerging technologies in support of library programming and services for children ages 0-12 and their caregivers.
- Collection development duties including evaluation, selection, ordering, replacing and weeding.
- Creates displays to highlight library events, new collections, and other timely materials related to children ages 0-12.
- Provides readers' advisory and reference services to patrons of all ages.
- Assists patrons of all ages with the online catalog, online resources, the internet, and other library equipment.
- Creates booklists and bibliographies with a focus on children ages 0-12.
- Recommends cataloging assignments and changes to bib records in order to improve patron access.
- Attends conferences, workshops and other educational programs.
- Submits information to the designated contacts for the local newspaper, library newsletter, social media, and area schools.
- Updates the children's website and creates flyers to promote library events and materials.
- Supports outreach services to area organizations related to youth services through program development and collections.
- Refers questions and requests to other departments and agencies as appropriate.
- Performs other related job duties as assigned.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of library operations, services, and materials, including a depth of knowledge on issues, topics, and writers of special interest.
- Knowledge and understanding of basic library principles, procedures, technology, goals and philosophy of service.
- Ability to direct and supervise the work of others.
- Ability to gather statistics, analyze information and write reports.
- Stays current with library trends and services specific to youth services.
- Knowledge of current children and young adult literature, authors and series.
- Ability to communicate effectively with staff and the public and maintain effective public relations.
- Ability to comprehend and follow instructions from supervisor, verbally and in written form.
- Ability to understand library policies and procedures and apply them to library operations.
- Knowledge of and familiarity with various computer programs including word processing, spreadsheets, desktop publishing programs and general troubleshooting.
- Ability to use equipment such as computer, printer, telephone, copier, fax machine, scanner, audiovisual equipment, laminator, die-cut equipment, RFID equipment, e-book readers and mobile technology devices.

EDUCATION AND TRAINING

- Master's degree in library science from an ALA accredited institution.
- Two years public library experience.
- Two years of experience working with children and families preferred.
- Valid Wisconsin driver's license within three months of hire.