JOB DESCRIPTION

Marcellus Free Library: Youth Services Librarian

Under the direction of the Director, the Youth Services Librarian will organize and implement a comprehensive slate of children and young adult services for the Marcellus community. The Youth Services Librarian will plan, organize and perform a wide variety of program, public service, outreach, and collection development duties related to serving children, their families and caregivers, and teens. The Youth Services Librarian will provide reference and reader's advisory to patrons of all ages.

**Immediate Supervisor:** Director

**Job Category:** Full-Time Regular. Some nights and weekends required.

**Pay Category:** Salary

**Essential Job Functions**

- Plan, organize, schedule, and run children's programs and activities, including story times, book clubs, and summer reading programs.
- Work with library director to determine goals, plan and implement projects and special events.
- Assists in preparing the annual budget, particularly as it relates to the children's service and needs.
- Visit schools and other local businesses to give books talks, read, promote the library's summer reading program, and other programs when possible throughout the year.
- Assisting in all phases of collection development, including acquisitions, processing, and weeding.
- Maintaining awareness of current trends in children and YA literature, child development, and library technology.
- Provide reference services to public, especially to children, parents and others using children's resources. Oversee library Pages, volunteers, and summer employees in children's area.
- Assists in marketing and promoting library services and programs.
- Prepares and presents library programs and supervises program presentation by subordinate staff.
- Represents the library and regularly attends Youth Services committee meetings.
- Other duties as assigned.

**Qualifications**

- MLS from an ALA-accredited institution or Degree in Education or related discipline from a US-accredited institution required. Library experience, especially in youth services, preferred.
- Eligibility for a NYS Public Librarian's Professional Certificate at the time of application; possession of certificate at the time of appointment.
- Relevant experience working with children.

**Knowledge/Skills**

- Library methods, practices, procedures and terminology.
- Operations, functions and maintenance of a public library.
- Children's literature, from board books to juvenile to YA materials.
- Child development and needs.
- Library services for children and caregivers.
- Communicating effectively and courteously with children, teens, parents, and co-workers.
- Reading and/or telling stories to children in different age groups.
- Providing creative activities for children.
- Familiarity with emerging technology.
- Evaluating, organizing, selecting and weeding children's materials.

**Physical Qualifications**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

- Must be able to walk, sit, stoop, reach, stand, talk, listen, and use equipment such as a computer, telephone, fax machine, and photocopier.
- Extended periods of repetitive hand work, sitting and using computers, standing, and walking may be required.
- Ability to push or pull up to 100 pounds with mechanical assistance and to lift up to 25 pounds.