

### **[3] Youth Services Librarian**

The youth librarian, under supervision of the library director, is responsible for the following activities associated with the children's department of the Kalona Public Library. The youth librarian is expected to fulfill the following duties and responsibilities as outlined in the following areas:

#### **[a] Collection Development**

- Selects materials in various formats for children's collection following established material selection policy; orders materials with director approval and consults with director for cataloging and technical processing issues.

#### **[b] Collection Management**

- Maintains and controls display and promotion of children's collection in the library; maintains inventory control, including weeding of materials with director approval.

#### **[c] Programming**

- Plans, coordinates, and supervises all programming or special events provided for children, with the goal of increasing literacy, providing educational activities and entertainment, improving socialization skills, and promoting and facilitating life-long learning among toddlers, preschoolers and elementary school-aged children. Programs include:
  - a summer reading program
  - weekly story times September through May
  - special programs or events, including guest speakers or guest readers, as budget allows
- Explores and evaluates with director opportunities to expand programs offered to children and families.
- Maintains records on schedules, attendance, and budget for children's programs; informs director of programming budget and supply requirements.
- Keeps all library staff informed of upcoming children's programs and ongoing reading promotions.

#### **[d] Promotion of Children's Collection and Programs**

- Compiles or contributes to brochures, newsletters, Web site content, etc., for public information about children's collection or programs; promotes children's department activities through local news media (press releases, interviews, etc.) and through the library's Facebook, web site, calendars, newsletters, etc.

#### **[e] Young Adult Collection and Programs**

- Works with the director to maintain and promote YA collection; develops programs and services for teen audience as time and budget allow during academic year; provides summer programs and reading incentives for young adults.
- Explores and evaluates with director opportunities to expand programs offered to young adults.

#### **[f] Records/Statistics Keeping**

- Provides director with invoices and receipts for money spent on children's materials and programs; information on acquisition and withdrawal of materials; reports and/or statistics on materials usage, patrons, programming, and holdings; and other information as requested by director.

[g] Department Management

- Assists director in orientation of new staff members.
- Plans, implements, and coordinates work of library clerks, summer help, and volunteers in the children's department; makes personnel recommendations to director for purposes of hiring assistants or temporary employees for work in the children's department.
- Works with director regarding long-range planning, annual goal setting, and measurement of achievement and success for children's department issues.

[h] General

- Assists in any other library duties as necessary, including opening and closing the library, working at the circulation desk, assisting patrons, preparing bibliographies, implementing and assisting in usage of electronic technologies (computer services, audio/visual services), training or supervision of volunteers, facilitating adult programs, shelving, and cleaning.
- May represent the library in meetings and discussions with civic groups.

[i] Professional

- Expected to attend and participate in activities and continuing education workshops provided by state, regional, and local library organizations for the continuous improvement of professional services to the area of children's librarianship.
- Expected maintain current knowledge of available children's materials and of issues relating to children's services in public libraries through professional publications such as *School Library Journal*, *Booklist*, and *VOYA*, as they are made available.
- Certification by the State of Iowa is expected to be attained as time and budget allow.

Essential Knowledge, Skills and Abilities:

- Knowledge of the mission, purpose, and policies of the Kalona Public Library.
- Use, understand, and interpret library resources and services to the public.
- Maintain diplomatic relations with all patrons and respond to requests in a courteous and professional manner.
- Ability to absorb information quickly and adapt well to change.
- Knowledge of computer applications to include skill in the use of the library automation system (Alexandria), word processing, internet, social media and web page design.
- Ability to communicate effectively, both orally and in writing.
- Ability to plan, supervise and coordinate clerks and volunteers assisting with the children's programs.
- Ability to exercise independent judgment and use resourcefulness and tact in solving problems.
- Ability to maintain detailed records and files; demonstrate other organizational skills.
- Must be able to develop and maintain effective relationships with coworkers.
- Apply new skills and techniques to current working environment and consistently work toward set goals for the children's department and the library as a whole.

Although the work is performed in accordance with established public library practices, judgment and discretion is also required. The work is reviewed through results achieved and through conferences and discussion with the director.

Qualifications:

- Prefer a Master's Degree in Library Science and at least two years of experience in library work; and /or certification with the State Library of Iowa (in addition to or in place of, the Master's Degree) within one year of your hire.
- Must enjoy working with children and the public.
- A knowledge of children's literature and materials
- Must be proficient with computers in a Microsoft Windows environment and with the Internet and e-mail. Ability to assist others in computer use is required.
- Must possess excellent communication, planning, and organizational skills.

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