

**Title:** Youth Services Librarian

**Status:** Full-Time, Hourly

**Salary:** \$35,000-\$45,000



***Job Summary***

Plan and implement Library programs for children and teens and their caregivers. Manages Children's and Young Adult collections.

***Job Scope***

Work with local schools and daycare providers in identifying curricular needs of students in the area and ways the Library can assist. Work closely with the Library Director in relation to the budget. Assists in daily library operations per the guidance of the Director.

***Minimum Education, Experience and Certification***

High school diploma required, some college training is desired. Experience in library work is desired but not required. Customer service and management experience is greatly desired. Must be endorsed by the State Library of Iowa within two years of hire.

***Knowledge, Skills and Abilities***

Must be willing to participate in continuing education programs. Must be familiar with child development and children's literature. Must be able to meet and deal with the public in a pleasant, courteous, and professional manner. Must be familiar with technology, be aware of current literary trends and issues of library-information policy, be willing and able to make presentations before community groups, and be able to work evenings, weekends, and summers. Demonstrates working proficiency in the ability to work with a variety of individuals and groups constructively while appreciating the unique contribution of diverse individuals (i.e. individuals from varied cultures, race, creed, color, national origin, age, sex, disability, sexual orientation, gender identity, and veteran status) is required. Able and willing to make presentations before community groups. Able to work evenings, weekends, and summers.

***Essential Job Duties and Responsibilities***

Plan, promote and implement programming such as Storytimes, after-school activities, and summer reading programs. Select, order, and weed children's materials. Prepares brochures, news releases, posters, website updates, and other public relations materials to promote library services. Will do interlibrary loan, cataloging of materials, outreach services, and volunteer coordination as needed. Attends city and library meetings as needed. Other duties as assigned.

***Physical and Environmental Conditions***

Ability to transport self from building to building and attend various functions of the City and its supporting agencies within or outside the City. Must be able to lift 25 pounds. Must be able to communicate with patrons in person and over the phone.