

Position: Youth Services Librarian  
Accountable to: Library Director

**Primary Objective of Position:** The primary responsibility of this position is the coordination and implementation of the Library's services for children, birth through 12<sup>th</sup> grade. The Youth Services Librarian will have full supervision of Kids Place and Teen Scene and will work to maintain a quiet, safe, productive, and attractive environment. This position involves working directly with children and young adults and their parents or caregivers. The Youth Services Librarian is responsible for keeping the department running smoothly and effectively in conjunction with other departments. In addition, this position monitors the department's focus on its mission statement and also on the mission statement of the library as a whole.

**ESSENTIAL DUTIES:**

- 1. Accomplishing goals and priorities for Kids' Place/Teen Scene**
  - a. Generating and evaluating data/statistics of use of Kids' Place/Teen Scene
  - b. Training and supervising Kids' Place/Teen Scene staff to meet established goals
  - c. Establishing policies and duties in Kids' Place/Teen Scene
  - d. Working with the library director and other library staff to meet Library goals
- 2. Developing the Kid's Place and Teen Scene environment**
  - a. Creating a welcoming and organized space
  - b. Creating displays and special exhibits
  - c. Developing and enforcing Kids Place and Teen Scene policies (including behavior policies, computer use policies and materials policies)
  - d. Preparing booklists and bibliographies to serve the needs of patrons
  - e. Working with Information Technology staff to develop and maintain a welcoming and informative web presence
- 3. Curating the Kid's Place and Teen Scene Collections**
  - a. Maintaining the young adult and children's materials in the library collection
  - b. Selecting, evaluating and categorizing all Kids' Place/Teen Scene books and materials
  - c. Generating orders for all Kids' Place/Teen Scene books and materials
  - d. Developing and implementing the Kids' Place/Teen Scene sections of the Collection Management Policy
  - e. Weeding books and materials in accordance with the Collection Management Policy
  - f. Communicating with director about the Kids' Place/Teen Scene collection
  - g. Responding to material challenges by members of the public
- 4. Implementing dynamic and engaging programing for children from birth through 18 years of age.**
  - a. Planning, organizing, purchasing supplies for and directing weekly Story Time
  - b. Planning, organizing, purchasing supplies for and directing weekly Toddler Time
  - c. Planning, organizing, purchasing supplies for and directing Young Adult Programing
  - d. Planning, organizing, purchasing supplies for annual Summer Reading program
  - e. Developing and implementing other programing to engage the Great Falls Community
- 5. Providing library services to patrons**
  - a. Assisting patrons in making effective use of library
  - b. Providing readers advisory services for children and young adults and their parents or caregivers
  - c. Answering patron reference questions
  - d. Teaching patrons to use to the library catalog, library databases and MontanaLibrary2Go and other internet resources to retrieve materials and information
  - e. Scheduling and conducting guest tours of library facilities
- 6. Developing relationships with the Great Falls Community**
  - a. Preparing and presenting programs in liaison with other community agencies
  - b. Delivering talks concerning literature and library services for youth and providing library tours for clubs and organizations and schools

- c. Working with appropriate community groups such as the Early Childhood Coalition and the Great Falls Public Schools

## **7. Miscellaneous other duties as assigned**

### **APTITUDES AND ATTITUDES:**

This position involves working directly with children and their parents or caregivers. It is important, therefore, that the person with this title genuinely likes children, is comfortable with them, and enjoys serving them. He/she should have knowledge of and appreciation for children's literature. It is imperative that the person in this position understands and values the role of the library in the community. This position requires substantial respectful contact with the public and fellow employees. Employee is responsible for the level of work produced. Work must be neat accurate and appealing to patrons.

**SUPERVISION:** Supervises a small group of workers. This position trains and supports departmental employees so that they, in turn, are empowered to be responsible and capable of independently managing their own work with a minimum of supervision.

**EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:** Combination of education and experience equivalent to a master's degree in library science. Three years of progressively responsible professional library experience, including a minimum of one year of supervisory experience.

Master's degree in library science or teaching degree with library endorsement desired.

### **EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:**

- Maintains and applies knowledge of current accepted principles and practices of children's library work, including ordering, classifying, cataloging and reference
- Maintains and applies knowledge of current standard reference, bibliographical and computerized tools
- Maintains inventory of materials and books responsive to specific needs of the community
- Maintains files in orderly and efficient manner
- Conducts assigned programs effectively
- Deals tactfully, respectfully and effectively with patrons
- Compiles requested materials, lists, statistics and related information quickly and accurately
- Effectively promotes enthusiasm for library services
- Effectively and efficiently supervises assigned personnel
- Establishes and maintains effective working relationships with fellow employees , supervisor, patrons and the public