

## **Librarian I – Youth Services Librarian**

### **Bossier Central Branch**

**40 hours/week**

#### **DESCRIPTION:**

Energetic, creative and tech savvy, the Youth Services Librarian performs professional and supervisory work in the Central Library. The Youth Services Librarian will assist in directing Children's and Teen Services at the Central Library including: public programming, community outreach, reference services and collection management.

#### **LIVING IN BOSSIER**

Bossier-Shreveport is uniquely situated as the hub – for culture and commerce – in the three-state region, known as the [Ark-La-Tex](#). Located in the northwest corner of Louisiana, Bossier-Shreveport is centrally located among major metropolitan areas such as Dallas/Fort Worth, Houston, Little Rock, Jackson, Baton Rouge and New Orleans. Bossier-Shreveport is located at the intersection of Interstate 20 and Interstate 49 with Interstate 220 providing a loop around the twin cities. Situated on the Red River, a navigable waterway with access to the Mississippi River, Bossier is a growing city in the heart of it all! In addition to that, the climate in [Bossier-Shreveport is humid subtropical where rainfall is abundant and boasts an average](#) of 211 sunny days per year. Life in Bossier is enjoyable for both the single person and the family. There is a little of everything here so no one will be wanting for entertainment. Our region boasts numerous gated communities, lavish estates, lakefront and golf course views, charming patio homes, and historic districts – offering residents diverse options and affordable living. Our myriad of fine neighborhoods to choose from will keep you within minutes of everything you could want or need. The city is revamping what was considered the old downtown area, complete with a bike lane, plaza and more! There already are some great local businesses in that area and this project will bring even more specialty retailers to the area.

#### **BPL Description:**

This is an exciting time to be a part of the Bossier Parish Library team! Made up of seven libraries and a Local History Center, the Bossier Parish Library System is growing to meet the demands of the fastest growing Parish in the state of Louisiana. Bossier Parish is investing in its libraries through a series of building projects, policy updates, and hiring employees. With an innovative and future-focus, multi-million dollar expansion, BPL's Central Library is set to increase technology access, digital literacy, programming services, and staff over the course of the next two years. Over 400,000 people visited our locations in 2017, and 1,350 programs were offered. Come grow with us at the BPL's Central Library!

#### **Mission & Vision**

##### **BPL's Mission Statement**

The mission of Bossier Parish Library is to open doors to ideas and information by providing access to an array of materials, programs, and technologies that inform, educate, and entertain.

##### **Our Vision**

Our vision is to be Bossier Parish's leading source of information and learning to enable the community to imagine, explore, and discover the world.

**WORK SCHEDULE:** The schedule is typically Monday through Friday from 8:00am – 5:00pm. However, some evenings and weekends may be required for event and staffing needs.

For complete job description, please visit <http://www.bossierlibrary.org/job-opportunities>.

Pay rate starts at \$19.16/hr.

**QUALIFICATIONS:**

- Applicant must have Master of Library Science from an ALA-accredited institution or the ability to obtain required degree within the first year of hire
- Ability to lead and empower employees to deliver effective, high-quality library service
- Ability to deal with patrons/staff effectively and courteously at all times
- Ability to respond to a wide variety of practical problems and unpredictable circumstances
- Utilizes personal computers, automated library systems, the Internet, e-mail, and on line tools and resources
- Ability to lift and move heavy objects, stoop, bend, move books and sit or stand for prolonged periods of time
- Ability to perform essential job functions with or without accommodation

**TO APPLY:** Applications accepted online only, at this link: <https://goo.gl/DRswj3>.

In your application, please **specifically identify the position for which you are applying** by stating the **name of the branch and the specific schedule** in which you are interested. Please also make sure to list three (3) references on your application.

**Current employees of Bossier Parish Libraries** interested in applying for an open position can submit a letter of intent to:

Leslie Ivy, Administrative Assistant

Email: [libadmin@bossierlibrary.org](mailto:libadmin@bossierlibrary.org)

**DEADLINE TO APPLY:**

Applications will be accepted until this position is filled.

**THE BOSSIER PARISH LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

**JOB TITLE:** Youth Services Librarian  
**CLASSIFICATION:** Librarian I  
**LOCATION:** Central Library  
**REPORTS TO:** Central Library Manager

## **JOB SUMMARY**

Energetic, creative and tech savvy, the Youth Services Librarian performs professional and supervisory work in the Central Library. The Youth Services Librarian will assist in directing Children's and Teen Services at the Central Library including: public programming, community outreach, reference services and collection management.

## **LEADERSHIP AND MANAGEMENT**

1. Serves on Central Library Management Team including representing interests of Children's and Teen Services
2. Leads and empowers employees to deliver effective, high-quality library service
3. Resolves a wide range of routine and non-routine issues and difficult situations
4. Exercises critical thinking to execute decision-making skills in library operation, collection management, and patron and staff issues
5. Coordinates all activities of the Youth Services Department including proposing new services, programs and innovations then implementing those that are approved
6. Participates on interview panels and assists with the selection of staff
7. Directs and prioritizes the work of subordinate staff as assigned by the Central Library Manager
8. Supervises subordinate staff to include scheduling, training, working with staff to correct deficiencies, corrective action, and completing performance evaluations as assigned by the Central Library Manager
9. Writes grants to obtain additional funding support for special projects
10. Understands, interprets, develops, and implements Police Jury and Library policies and procedures

## **COMMUNICATION AND INTERPERSONAL**

1. Develops and maintains effective relationships with others to achieve common goals
2. Assists in the orientation of new employees and identify training needs within the library
3. Assists subordinate staff in the planning, and operation of specific functional, programmatic, and physical aspects of library services and facilities
4. Attends or conducts department, branch, and other meetings at sites throughout the library system

## **PUBLIC SERVICES**

1. Defines and implements outreach services for the library community to increase use of the library services and to reach underserved populations
2. Promotes the library in the community with excellent communication and presentation skills, attends community meetings and fosters community partnerships
3. Designs, implements and sponsors library programs that offer information, special skills or entertainment for all age groups with a special focus on children and teens
4. Interacts extensively in person, and over the telephone with patrons, system-wide staff and management, outside agencies, vendors, and other libraries
5. Performs on-line catalog bibliographic maintenance and inquiries
6. Assists patrons in the use of automated library systems, various indexes, non-book materials, library equipment, use of circulating and reference library collections and materials using the Dewey Decimal Classification
7. Coordinating, developing and promoting all youth programs for the branch; planning, preparing, presenting and evaluating library programs for youth to include story times, book talks, special events and book discussion groups
8. Serves as a specialist in youth services, provides expertise to patrons, to other library staff, to children and to adults of diverse backgrounds
9. Builds and maintains a collection of children's and teen resources in many formats based on a determination of community needs and interests
10. Maintains a safe and welcoming environment for both patrons and staff

11. Advanced knowledge of children's and teen literature along with strong reader's advisory skills
12. Assumes responsibility for the children's and teen print collection including selection, weeding and recommendation for electronic subscription

### **TECHNOLOGY AND OTHER RESPONSIBILITIES**

1. Stays abreast of new trends, emerging technologies and innovations in the field of public library services and relate these ideas, procedures or projects to the Bossier Parish Libraries' mission
2. Participate in local, state and national professional organizations to strengthen skills, interact with fellow professionals and contribute to the library profession
3. Utilizes personal computers, automated library systems, the Internet, e-mail, and on line tools and resources
4. Anticipates and adapts to change and challenges effectively
5. Perform related work as required by manager

### **EDUCATION, EXPERIENCE, and KNOWLEDGE**

1. Master of Library Science from an ALA-accredited institution or the ability to obtain required degree within the first year of hire
2. Foreign language skills, both speaking and writing, is preferred but not required

### **JOB STANDARDS**

1. Professional commitment to develop high quality and high impact public library services, which promote individual and community success
2. Demonstrates collaborative, straight forward, team oriented leadership and supervisory methods
3. Models/develops/maintains excellent customer service
4. Models and maintains a positive, friendly and cooperative attitude to staff and patrons
5. Demonstrates positive attitude towards library technology and change
6. Promotes a positive library image in the community
7. Ensures that productivity and management goals are being met
8. Performs job in keeping with the policies and procedures of the Bossier Parish Police Jury and Bossier Parish Libraries
9. Must be at work on time at regular scheduled hours
10. Ability to interact with staff, patrons, community groups and vendors effectively and courteously at all times
11. Ability to respond to a wide variety of practical problems and unpredictable circumstances
12. Ability to operate general office equipment such as computers, photocopiers and typewriter with minimal training
13. Ability to lift and move heavy objects, stoop, bend, move books and sit or stand for prolonged periods of time
14. Ability to perform essential job functions with or without accommodation

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this position. This person may be requested to perform job-related responsibilities and tasks other than those stated in this job description. It also does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

<b>Bossier Parish Library Administration Only</b>	
Job classification	Librarian I
Title	Youth Services Librarian
Pay Range	Range 17
FLSA status	NE
Last revised	7-9-18

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