



JOB DESCRIPTION

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| Job title | <i>Youth Services Librarian (Librarian I)</i> |
| Reports to | <i>Library Branch Manager I/II or Librarian III</i> |

Job Function

Under the direction of a Library Branch Manager or Librarian III, performs the duties of a teen or children's librarian. Incumbent is responsible for the planning and implementation of youth services related programs while ensuring positive customer service and quality interactions. The Youth Services Librarian will actively participate on system-wide teams and initiatives and work closely with the Public Programs Librarian, the Outreach Librarian and others to coordinate services.

Duties and Responsibilities

- Creates programs and/or oversees programs for children or teens including but not limited to storytimes, crafts, book clubs, teen advisory groups, computer instruction, etc., at assigned location;
- Locally coordinates system-wide programs such as Summer Reading Program, Every Child Ready to Read (ECRR), other early literacy programs, Teen Tech Week, etc., at assigned library location;
- As part of outreach efforts may present programs in a variety of venues including schools, businesses, festivals, etc. as well as conduct off-site library card registration or provide library materials to designated facilities and locations;
- Assists library customers of all ages at library service points – information, circulation and/or reference desk;
- Assists library customers of all ages with computer and technical help and may conduct computer and technology help classes;
- Advises and assists with collection maintenance and collection development at assigned library location;
- Promotes library materials and services through displays and exhibits;
- Assists with fulfilling goals and achieving benchmarks in accordance with organizational strategic plan and priorities;
- Serves on system-wide teams for programming, outreach, technology, etc.;
- Maintains records/statistics and prepares reports;
- Keeps informed of technological and professional trends and pursues a commitment to professional development and growth;
- Stays informed about NOPL services and activities;
- May occasionally serve as acting supervisor of assigned location when supervisor is unavailable;
- Other duties as assigned.

Minimum Qualifications

- MLIS degree
- Must hold a valid Louisiana Driver's License
- Must be able to work nights and weekends

Preferred Qualifications

Previous library and/or customer service experience a plus.

Previous work with children or teens a plus.

Knowledge, Skills & Abilities

- Ability to get along with customers and colleagues;
- Self-motivated worker with outstanding human relations, communication skills, and a positive attitude towards public service work;
- Ability to set priorities and manage multiple priorities;
- Knowledge of Polaris and Library databases upon training;
- General knowledge of technology trends including mobile devices and social media;
- Ability to plan, initiate, develop, and evaluate special library programs and services;
- Ability to resolve public concerns and difficulties using tact, courtesy, and good judgment;
- Ability to communicate effectively and professionally with staff and public;
- Ability to work independently in the absence of supervision;
- Knowledge of computer applications including Microsoft Office;
- Must be able to travel throughout the Library system and to other locations for meetings and training.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations must be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, sit, and talk or hear. The employee is required to use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Packing and loading of materials and books will be required.
- Tasks may involve lifting and/or moving 15-44 pounds on a regular basis and driving between library sites and outreach locations.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and visual acuity to read computer screen and perform various detailed work.

Kind of Examination

- Candidate must qualify for the City of New Orleans Librarian I register

Direct reports

Not applicable.

TO APPLY:
SEND LETTER AND RESUME TO RMATTHEWS@NOLALIBRARY.ORG