

## **Youth Services Librarian**

**Full Time**

**Exempt**

**Librarian I / II**

The West Baton Rouge Parish Library seeks an innovative and well-organized individual to fill the position of Youth Services Librarian. Salary commensurate with experience, starting in the \$50,000/year range. Interested applicants should send a letter of interest and a resume before June 30, 2020 to:

Tamie Martin, Director  
West Baton Rouge Parish Library  
830 N. Alexander Ave.  
Port Allen, LA 70767

### **Description**

Under the direction of the Library Director, performs professional work in planning, implementing, and managing a comprehensive program of service to library patrons 0-17 years of age, parents, and other adults who work with youth. The work involves planning, developing, coordinating and executing programs designed to serve children ages 0-17, the goals of which include fostering literacy, encouraging reading for enrichment and pleasure, providing materials to support school assignments and teaching the use of the public library as a lifelong resource. The work requires the exercise of professional skill, initiative, and judgment.

### **Essential Job Functions**

- Regular & punctual attendance
- Confers with Administration to keep them informed on key issues and progress toward objectives and to gain their support and approval
- Serves patrons at children's area desk; assists patrons in use of online catalog
- Provides reference and reader's advisory
- Contributes to the collection of materials for juvenile patrons including all print and non-print items.
- Under the direction of the Collection Manager, weeds collection of books or other items which are no longer appropriate to the library because of age, condition, community interest or obsolescence.
- Reads standard professional reviewing media to identify items that are appropriate to the collection
- Plans and executes a schedule of programs and activities intended to attract children to the library and stimulate their interest in reading throughout the year.
- Plans and executes the activities of the annual Summer Reading Program for the library.
- Maintains a liaison with school board administrators, teachers, and school librarians to update schools on library programs and policies and to enable the library to anticipate mass assignments.
- Prepares thematic lists of materials of interest to segments of the service group.

- Gives presentations on early literacy, book talks, or library services to community groups, schools and service organizations.
- Trains library patrons in developing basic library skills.
- Oversees daily operations of Youth Services by ensuring appropriate staff coverage to greet and assist the public
- Develops and gains approval of publicity materials and news releases to promote library activities and services.
- Creates an environment in the children's area of the library that provides for enjoyable and convenient use of library resources.
- Submits all children's events for publication to the web calendar
- Works cooperatively with other library staff to coordinate activities and exchange information.
- Keeps abreast of current library trends and developments.
- Follows established policies and procedures in all functions
- Performs other duties and assignments as designated by Library Director

### **Knowledge, Skills and Ability**

- Thorough knowledge of current library principles and practices including early literacy research and practice, professional library policies, library rules and regulations, as well as methods and techniques including such areas as general knowledge of and ability to use reference tools, classification, cataloging, acquisition, circulation, juvenile books and materials;
- High level of computer competency, especially within the library's ILS.
- Thorough knowledge of children's and teen's interests and of books and authors;
- Knowledge of procedures and skills applicable to children's library service such as storytelling;
- Ability to express oneself effectively and concisely, orally and in writing;
- Ability to plan, organize and direct a complete program of library activities;
- Ability to establish and maintain effective working relationships with associates, community groups, and the general public;

### **Supervision**

- Received - Director
- Exercised - Youth Services assistant

### **Working Conditions**

Work is performed primarily in a library environment while sitting at a desk or computer terminal or standing at a counter for a long period of time. Physical exertion may be required to retrieve or replace materials from shelves, high and low. Sufficient vision or other powers of observation are essential to permit the employee to read and sort library materials and observe the work of others. The noise level in the work environment is generally quiet.

## **Education, Training and Experience**

- Master's Degree in Library Science from an ALA-accredited Library School
- Three years of increasingly responsible library experience
- Must have a valid Louisiana driver's license.

This description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.