

## Librarian I (Youth Librarian)

**DEPARTMENT:** Library  
**DIVISION:** N/A  
**SUPERVISOR:** Library Director  
**CLASSIFICATION:** Non-Exempt (overtime eligible)  
**UNION:** Yes  
**CONFIDENTIAL:** No



### **GENERAL PURPOSE**

Under direction, performs a variety of professional duties involved in planning, coordinating and implementing library services and programs focusing on youth; provides complex professional and technical library services to the community; and performs other related work as necessary.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Library Director.

### **SUPERVISION EXERCISED**

May exercise technical and functional direction over lower-level library staff, including library technicians, library assistants, library aides, interns, and volunteers, subject to collective bargaining unit language.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following:

- Plans, develops, and evaluates programs and services for patrons ages birth to 18 and their families, educators, caregivers, and support workers.
- Plans and produces developmentally appropriate events for children, teens, families, and educators, including STEM programs and those that use resources in the library's makerspace.
- Designs, trains staff on, evaluates, and reports on the Youth Summer Library Challenge.
- Selects, determines purchases, weeds, evaluates, and otherwise develops the youth collections.
- Advises readers, creates book displays and booklists, and pursues other methods in order to connect young people to their next read
- Instructs young patrons, parents/caregivers, educators, and others in the use of library collections and services.
- Conducts outreach, especially to underserved or marginalized populations, and designs and distributes marketing materials.
- Builds and sustains partnerships with other community organizations.
- Regularly evaluates youth programs and services using both qualitative and quantitative methods and uses the results to evolve library services.

- Analyzes community needs, cultural trends, and emerging library practices to inform library services.
- Actively and continually solicits ideas from both the community and other library staff to develop youth services and offerings.
- Seeks federal, state or private funding opportunities and may write grants or cultivate other donations or gifts.
- Pursues professional development opportunities to improve knowledge, skills, and abilities.
- Supports library colleagues in serving young people.
- Represents the library in the local community and the wider library community.
- Contributes to the smooth operation of the library by covering the desk, staffing the Makerspace, shelving, opening/closing, and performing other customer service operations and tasks as required to make the library a welcoming place that meets community needs.
- Maintains cooperative working relationships with City staff, other organizations, and the public.
- Works evenings and weekends as required.
- Contributes to other library-wide projects and initiatives as assigned or required.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

- a. A master's degree in library science from an American Library Association (ALA) accredited institution.
- b. Previous experience working with young people.
- c. Proficiency with Microsoft Office.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- a. Interested in, and affinity for, young people and knowledge of youth development principles.
- b. Knowledge of current library practices, especially as they relate to youth services.
- c. Knowledge of youth literature, media, and culture.
- d. Knowledge of principles of STEM and maker programs for young people.
- e. Ability to think strategically and see connections and possibilities across the library, City, and community.
- f. Strong interpersonal skills, with demonstrated success in working with people from many ages, backgrounds, and perspectives.
- g. Strong communication skills, both verbal and written, including the ability to communicate effectively and remain calm, courteous, and solutions-focused in stressful situations.
- h. Ability to work both independently and in a collaborative team environment.
- i. Commitment to public service and community.
- j. Enthusiasm for learning new things, a flexible approach, and an orientation to mistakes as opportunities to learn and innovate.
- k. Ability to adhere to safety and confidentiality policies.
- l. Ability to exercise sound judgment while upholding high integrity and ethical standards.

- m. Strong organizational skills.
- n. Demonstrated problem-solving skills.
- o. Ability to handle multiple tasks, often with overlapping or time-sensitive deadlines.
- p. Strong attention to detail.
- q. Ability to communicate in the English language in person, by phone, and in video calls in both one-to-one and group settings.

### **SPECIAL REQUIREMENTS**

- Must pass a background check.
- Must have a valid driver's license.
- Must obtain valid CPR/First Aid Card as offered.

### **DESIRED QUALIFICATIONS**

- a. Previous experience in public library youth services.
- b. Previous experience with youth STEM events, makerspace technologies, coding, and/or digital design or creation tools.
- c. Previous experience in community education, especially non-formal or self-directed learning.
- d. Spanish language fluency.

### **TOOLS AND EQUIPMENT USED**

- Use of computer or laptop for use in word processing, spreadsheets, desktop publishing, and other related software.
- Typical office equipment such as copier/printer/scanner, telephone, barcode scanner, and comb binder.
- Educational robots, microscopes, 3D pens, button maker, and other STEM/maker equipment for young people.
- Possible/occasional use of consumer-grade maker equipment such as a laser cutter, 3D printer, digital cutter, heat press, sewing machine, laminator, breadboards and electronic components, hand tools, and soldering kit.

### **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 may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, and stoop. The employee is required to use hands to finger, handle, or operate objects, tools, or controls and reach with hands and arms. Duties involve moving materials weighing up to 20 pounds on a regular basis and infrequently weighing up to 50 pounds. Close

vision, color vision, peripheral vision, depth perception, low-light vision, and ability to adjust focus are required. The employee is required to hear and talk.

### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is typically performed in an office environment and exposure to video display terminals occurs on a regular basis. The noise level in the work area is typical of most office environments telephones, office equipment, personal interruptions, and background noises but may be moderately loud depending on activities.

## EMPLOYEE ACKNOWLEDGMENT

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description 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.

I acknowledge that I have received a copy of the **Librarian I (Youth Librarian)** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

### Signatures:

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Librarian I (Youth Librarian)

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Date

Print Name: \_\_\_\_\_

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Library Director

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Date