



The Jeffersonville Township Public Library is seeking an ambitious and energetic librarian to inspire children from infant through teens to become enthusiastic readers, creative thinkers, skillful researchers, and resourceful users of information. Responsibilities will include the development and presentation of innovative programs to build literacy and a love of reading to meet the needs of children, parents, and caregivers, as well as providing reference assistance and readers' advisory. The ideal candidate will have creative ideas for storytimes, STEAM programming, and additional reading events, within the library and through outreach opportunities with community partners, elementary schools, daycares and social services facilities. The selected candidate will be an advocate for the library, with strong skills in creating and maintaining community partnerships through presentations on library services.

Qualifications include an ALA accredited MLS degree, experience presenting programs for ages 0-18, Indiana Librarian Certificate 2 or qualified to be certified at this level, and grant writing experience.

Starting annual salary of \$41,652 and an outstanding benefit package will be provided to the selected candidate.

Applicants must submit a letter of interest, your resume, and an employment application. Final candidates will be asked to submit a grant you have written, a link to a recording of a storytime program you have presented, and three professional references.

A full job description and the employment application is available to download and print on our website at <http://jefflibrary.org/about/job-opportunities/>. Please deliver or mail all materials to Jeffersonville Township Public Library, Attn: Debbie Beckham, 211 E Court Avenue, Jeffersonville, IN 47130.

Position open until filled.



JOB CLASS: Librarian
POSITION TITLE: Librarian, Youth Services
GRADE: VIII, 1
REPORTS TO: Youth Services Manager
SCHEDULE: Days, with occasional evening and weekend shifts required
FLSA STATUS: Non-Exempt

POSITION SUMMARY:

Under the supervision of the Youth Services Manager, the Assistant Librarian enriches the library patron experience by providing excellent customer service for children and young adults. This position assists the Youth Services Manager in collection development, reference and information services, and readers' advisory and provides staff support in planning, organizing, staffing and managing the activities of the Youth Services Department.

JOB REQUIREMENTS:

Education

ALA-accredited, MLS degree
Library science courses, particularly in children's literature
Indiana Public Library certification, Librarian Certificate 2 (LC2), minimum or qualified to be certified at this level.

Experience

Library work experience, especially in a Children's Department preferred
Grant writing

PERSONAL REQUIREMENTS:

- Committed to providing excellent public service for children and young adults
- Communicates well with children and young adults as well as their parents and caregivers
- Helpful and understanding toward others
- Exhibits a basic interest in information service
- Good work ethic; conscientious
- Efficient and well-organized
- Works well with staff and the public
- Outgoing and pleasant personality
- Flexible, cooperative, and responsible
- Good record of dependability, promptness, and attendance on the job
- Neat, clean, and well-groomed
- Performs detailed work with a high degree of accuracy
- Works independently

KNOWLEDGE, SKILLS, AND ABILITIES:

- Broad knowledge of professional library principles, methods, information resources, and practices
- Broad knowledge of library information resources and strategies
- Working knowledge of library policies and able to defend these policies to the public
- Working knowledge of computer systems and applications including ILS, Internet, online databases, office software, and email; efficient keyboarding skills
- Experience with and enthusiasm for STEAM/Maker activities
- Learns and adapts to new software and equipment technologies
- Interacts effectively with patrons, staff, and other library departments
- Good verbal and written communication skills
- Good telephone etiquette
- Creative and artistic skills
- Ability to make crafts for department activities
- Knowledge of children's literature and reference resources

DESCRIPTION OF TASKS:

- Maintains a library atmosphere that is welcoming for children and families
- Maintains good community and professional relations on behalf of the Library
- Plans, develops, and presents a variety of ongoing programs for children and young adults and their families and caregivers
- Identifies and writes grants to enhance departmental needs
- Supervises Youth Services Department in the absence of the Manager
- Maintains familiarity with juvenile and young adult literature; stays current on trends related to youth services
- Knows the collection and suggests titles for collection development
- Provides customer service at the youth services desk
- Knows and practices library procedures
- Produces puppet shows
- Maintains gaming systems and updates video games; keeps current with gaming supplies and updates the collection as needed
- Assists Youth Services manager in organizing and supervising assistants, volunteers, and temporary workers
- Recommends library policies and procedures when needed
- Assists in developing and implementing departmental goals and objectives
- Facilitates and directs the JTPL Youth Advisers book discussion and volunteer group as students demonstrate interest
- Participates in outreach programs and school visits
- Prepares and publishes marketing materials for Youth Services including flyers, brochures, and text for news releases; coordinates with other staff members as needed
- Keeps the dates and details of Youth Services programs current in the online calendar
- Provides effective reader's advisory service for customers
- Repairs books and other materials with minor problems
- Uses available resources to remind teens of upcoming programs and encourage their attendance
- Designs and maintains departmental bulletin boards and book displays
- Performs clerical duties online to maintain the accuracy of the online catalog
- Assists in the selection, review, weeding and preparation of materials for the collection

- Assists in shelf maintenance, including shelf reading the collection
- Maintains confidentiality of patron information
- Participates in professional development opportunities to retain Indiana State Library certification at level 2 or above
- Attends and contributes to staff meetings; takes part in special projects and committees as assigned
- Performs other duties as assigned

ESSENTIAL SKILLS:

- Must have the mobility to perform and act out dramatics, storytime activities, motor skill activities and puppet plays
- Must be physically able to retrieve materials from library shelving
- Must have manual dexterity to operate library equipment
- Must have adequate eyesight, depth perception, and color vision to perform duties
- Must be able to view computer monitor and perform mouse and keyboarding tasks with dexterity and accuracy for extended periods of time
- Must be able to turn, balance, push, handle, reach, stoop, walk, and stand for extended periods of time
- Must be able to lift 25 lbs. and push a fully loaded book truck, which can weigh over 100 lbs.

Jeffersonville Township Public Library is an Equal Opportunity Employer

Adopted by the
Jeffersonville Township Public Library Board of Trustees
on April 18, 2017