



JOB CLASS: Librarian
POSITION TITLE: Youth Services Librarian - Clarksville Library
GRADE: VII, Steps 2 – 7
PAY: \$44,674.50 – \$51,031.50
REPORTS TO: Clarksville Library Manager
SCHEDULE: Flexible: day, evening, and weekend shifts required
FLSA STATUS: Non-Exempt

POSITION SUMMARY:

Under the supervision of the Clarksville Library Manager, the Youth Services Librarian is responsible for youth programming and providing excellent customer service. This position staffs the public services desk, assisting all library patrons in selecting, locating, and using library materials, computers, databases, and other equipment. The Youth Services Librarian plays a key role by providing our younger patrons with a fun and enriching library experience through programming, collection development, and outreach services.

JOB REQUIREMENTS:

Education

ALA-accredited, M.L.S. degree

Indiana State Library certificate 3 (LC3) or higher or qualifications necessary to become certified at this level

Experience

Library work experience in youth services is preferred

PERSONAL REQUIREMENTS:

- Committed to providing excellent public service
- Dedicated to working with staff in a courteous and encouraging manner
- Outgoing and pleasant personality
- Strong work ethic
- Helpful and understanding toward others
- Good record of dependability, promptness, and attendance
- Efficient and well-organized
- Flexible, cooperative, and responsive
- Works independently
- Performs repetitive work
- Performs detailed work with a high degree of accuracy
- Projects professionalism in appearance and behavior

KNOWLEDGE, SKILLS, AND ABILITIES:

- Broad knowledge of professional library principles, methods, information resources, and practices
- Proficient in computer systems and applications, including ILS, Internet, online databases, MS Office, and email
- Eager to learn and adaptable to new software and equipment technologies
- Interacts positively and effectively with patrons, staff, and other library departments
- Excellent verbal and written communication skills
- Professional and polite telephone etiquette

DESCRIPTION OF TASKS:

- Works in a multi-tasking service desk environment
- Greets and directs patrons
- Provides readers' advisory services
- Assists patrons in the use of self-check and computer and technology needs
- Works directly with the public in the circulation of library materials and instructs and assists patrons in using information resources, library equipment, and related software, including copiers, microfilm reader/printer, computers, Internet, databases, OPAC, ILS, etc.
- Keeps abreast of library and departmental operational processes; communicates and supports policies, procedures, and guidelines when dealing with the public and staff
- Performs clerical tasks to assist the department: answering the phone and email queries, compiling statistics, entering data, and photocopying
- Maintains confidentiality of patron information
- Assists with selection, review, weeding, and preparation of youth materials, including lease and standing order accounts
- Develops library programming, including planning, implementing, and marketing for youth ages 0 - 18
- Collaborates with other Youth Services personnel to create the annual Summer Reading Program
- Coordinates, trains, and schedules teen volunteers
- Provides outreach services by attending events in the Clarksville community
- Partners with the Clarksville schools to promote library events, services, and literacy to students and their families
- Accepts new material and interlibrary loan requests
- Stays informed about issues and trends by reading professional literature and attending workshops and conferences
- Participates in professional development opportunities to retain Indiana State Library certification at level 3 or above
- Attends and contributes to meetings; takes part in special projects and committees as assigned
- Assists with book displays
- Maintains a safe and pleasant environment by dealing responsibly with patron problems and emergencies
- Performs other duties as assigned

ESSENTIAL SKILLS:

- Must be physically able to retrieve materials from library shelving
- Must have the manual dexterity to operate library equipment
- Must have adequate eyesight, depth perception, color vision, and hearing to perform duties
- Must be able to view a 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, sit, 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.

The Jeffersonville Township Public Library is an Equal Opportunity Employer

Approved by the
Jeffersonville Township Public Library Board of Trustees
on November 17, 2020, Updated September 20, 2022