

YOUTH SERVICES LIBRARIAN



JOB DESCRIPTION

Borough of Oakmont
767 Fifth Street
Oakmont, Pennsylvania 15139-1524

Job Title: Youth Services Librarian	Department: Library	Reports To: Director	Supervises: Library Interns	Starting Pay Range: \$40,000-\$43,000
FLSA Status: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary Seasonal			<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
Work Hours per Pay Period: 80	Workdays: M-Sat including some nights and weekends	Work Time: varies	Bond Required: <input type="checkbox"/> Yes <input type="checkbox"/> No \$ _____	
Under Collective Bargaining Agreement: <input type="checkbox"/> Yes, <input checked="" type="checkbox"/> No				

Position Summary:

Youth Services Librarian under the direct supervision of the Library Director is primarily responsible for planning, implementing, and directing all aspects of the activities related to children and youth services that support the developmental needs of youth from birth -18. Performs various duties related to children and literacy including developing the youth services collection, reference service, community outreach, programming, and training.

Minimum Level of Previous Education/Work Experience Required:

- Master’s degree in library science preferred or degree in education, liberal arts and/or field related to children, youth and reading required.
- Demonstrated successful experience of 2-3 years working in a public or school library as librarian or assistant or in a school as teacher or teacher assistant.
- Valid Commonwealth of Pennsylvania Driver’s License

Essential Functions (Duties & Responsibilities) of the Position, including but not limited to:

- Familiarity with children/teen literature, resources, and technology.
- Provides readers advisory services.
- Creates, plans, publicizes, and implements programs for children from birth-18 as Story times, Middle School Stem programs, and after school and summer reading programs.

- Develops, purchases and weeds the easy, juvenile, and young adult collections based on knowledge of children and youth literature and American Library Association recommendations and criteria.
- Fosters relationships with and visits preschools, elementary and junior/high schools in the community to promote literacy and library programs and services for children and youth.
- Teaches Internet safety precautions to children and youth; advises parents and patrons of Internet safety precautions, policies, and procedures.
- Recruits, interviews, and supervises interns and assistants for children’s programs.
- Accesses relevant children and youth data and compiles reports when requested
- Performs circulation, registration functions based on Consortium requirements and more extensive reference search requests for patrons.
- Attends relevant District meetings and workshops.
- Performs other duties assigned at the discretion of the Library Director such as, but not limited to, opening, and closing the library, circulation duties, and engaging and disengaging the security system.

Qualifications & Requirements for the Position - Skills, Abilities, Knowledge, Work Experience, Training:

- Knowledge of library-specific technology applications such as Automated Library System used by Consortium, the Online Reference Center databases, bibliographic support systems, email, social media, and Internet search engines.
- Ability to function independently with minimal supervision; adjust to a flexible schedule; interact cooperatively with co-workers and deal courteously and effectively with patrons of all ages: adults and especially youths and children.
- Knowledge of general technology applications such as, but not limited to personal computers, laptops, E-Readers, use of and basic troubleshooting of copy and fax machines, use of voice mail and skills in using Microsoft Office Suite.
- Travel for outreach, meetings, trainings, and workshops for Continuing Education Credits
- Ability to communicate effectively in oral and written forms such as, but not limited to instructing others to use various library tools and conveying library procedures
- Detail-oriented; concentrate on work procedures and methods; record, convey and present information; explain procedures and follow multiple directions and instructions.
- Pennsylvania Child Abuse History Clearances, Pennsylvania State Police Criminal Record Check, and FBI fingerprint-based background check are required upon offer of employment

Competencies & Physical Requirements: *(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.)*

Physical stamina to navigate stairs, sit, stand, walk, bend, squat, twist, push, reach overhead and lower books shelves; lift, move and carry material weights of 20 to 50 pounds

Work Environment: *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job)*

Works indoors with adequate workspace, temperature, ventilation and lighting and experiences normal office environment exposure to noise, stress, interruptions, disruptions and interactions with co-workers and patrons of all ages: adults, youths and children.

Level of Confidentiality:

NIMS Training: ____ Yes ____ No

Emergency Management Training: ____ Yes ____ No

These statements are intended to describe the general nature and level of work to be performed by the employee and are not to be construed as an exhaustive list of responsibilities, duties and skills required for the position. Furthermore, essential functions may be added or deleted at the discretion of the Borough Manager and/or Borough Council, as deemed necessary.

I have read, understand, and believe that I can perform the essential functions of the job description above.

Prospective Employee Signature and Date

Approved By:

Scot Fodi, Borough Manager

Council (President or Personnel)

Date

Date