

City of Eagle
Job Description

Job Title: **Librarian 1 – Youth Services**
Job Classification: **Librarian 1**
Supervisor's Title: **Youth Services Librarian**
Average Hours per Week: **40**

Department: **Library**
Pay Grade: **534**
Status: **Non-Exempt**

The Librarian I is assigned to all public service stations to provide outstanding library guest service through a variety of communication methods. This position provides support to the Youth Services Department Manager and may be called upon to resolve library service conflicts.

Essential Functions

- Assists every library guests willingly and respectfully, in accordance with the Library's Guest Care Policy.
- Actively seeks out and discovers program and event topics that are appealing and relevant to community interests.
- Plans, develops and organizes schedules, implements, and evaluates informational, educational, and events and programs for the library that are cohesive and sustainable.
- Works with department manager on program budget.
- Coordinates program and event logistics with staff; oversees the set-up and takedown of programs and events
- Provides support to guests on public computers and tablets, and to those who bring in technological devices.
- Recommends purchases based on reader's interests and requests.
- Assumes additional youth services duties as assigned in absence of Assistant Library Director.
- Serves as liaison with consortium librarians on matters concerning children's and young adult services.
- Mentors and assists in the training of library staff.
- Recruits, trains, and supervises teen and adult volunteers, as appropriate.
- Actively seeks, and participates in, opportunities to promote the Eagle Public Library.
- Provides outreach programming to local organizations.
- Conducts library tours for school groups, civic groups, or community members, as needed.
- Maintains program and room use statistics.
- Provides assistance to library guests in reader's advisory and in the use of library resources.
- Assists library guests using various library technologies (such as public access computers and ebook readers).
- Provides reference assistance to guests of all ages.
- Assists other library departments by staffing public service stations, assisting with programs, processing materials, and other tasks, as assigned or needed.
- Assists library guests and staff with all circulation functions and account issues, and locates and reserves materials.
- Issues Eagle Public Library and various Treasure Valley area library cards.
- Collects and accurately processes payment for various library fines and fees through cash and electronic payments.
- Assists library guests and other members with conflict resolution and fine issues at the circulation desk.
- Accepts donated materials from library guests and issues receipts.
- Assists with the creation and maintenance of appropriate sections of the Library's operations manual.
- Retrieves materials from indoor and outdoor book drops, checks materials in, and processes transit holds.
- Searches for lost and traced items.
- Processes and charges library guests for items that are returned damaged.

- Processes daily holds lists and maintains the holds shelves.
- Performs catalog item maintenance through lost and trace reports.
- Performs all essential functions of Shelves.
- Performs other duties as assigned or needed.

Knowledge, Skills and Abilities

Knowledge of principles and practices of modern library operations as applied in a public library youth services department.

Knowledge of current materials in children's literature, technology and developments in periodicals, newspapers and electronic services relating to youth services.

Knowledge and awareness of library policies and procedures.

Ability to demonstrate use of online public access catalog and personal computers to the public.

Ability to utilize strong guest service skills and accurately assess situations and be flexible.

Ability to work independently and successfully complete assigned tasks, to make decisions independently as appropriate, and to prioritize tasks while keeping library guest needs in the forefront.

Ability to adapt to and use constantly changing technology in the performance of job duties and the ability to assist library guests with new technology.

Ability to communicate effectively.

Ability and willingness to organize, coordinate, develop and present programs to large audiences of all ages.

Ability to organize materials in an accurate manner, using standard numbering and alphabetic systems.

Ability to shelve one, three-shelf adult book cart every 45 minutes or one three-shelf child's book cart every 60 minutes.

Qualifications

Minimum Qualifications : Master's Degree in Library and Information Science or equivalent with an emphasis on library service to youth. Preferred candidates will have experience in Youth Services. Preferred candidates will possess a positive approach to interacting with the public, a continuous desire to update technology skills, and a sense of humor.

Typical Physical Activity

Must be able to manage and move library items and equipment safely and efficiently without danger or injury to self, others, or items.

Must be able to bend, stoop, and reach repeatedly.

Typical Environmental Conditions

Indoors: 95%. Outdoors: 5%.

Expected Hours of Work

The job requires employee to work a varied schedule, including days, evenings, and weekends (Saturday and Sunday). Position schedule is subject to change at any time at the discretion of management.

Typical Travel

Some travel for meetings.

Disclaimer

Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak workload periods or otherwise to balance the workload.

This is an accurate description of the essential functions of my position.

Employee: _____ Date: _____

Approval:
Eagle Public Library Board of Trustees, July 13, 2015

Reviewed:
Moore Smith Buxton & Turcke, Chartered, July 7, 2014