

TOULON PUBLIC LIBRARY DISTRICT
JOB DESCRIPTION March 2023

JOB TITLE: Youth Services Librarian

DESCRIPTION: Responsibilities are in children's services, including provision of story hours, classroom visits, individual reader's guidance to children and parents, and development of the children's collection. Is also responsible for the copy cataloging of new materials. Essential qualities for this position shall be honesty, good judgment, good organizational skills, tact, accuracy, and courtesy; adaptability to change; ability to direct other staff. Facilitates adult programing in tandem with lead librarian. Works under supervision of the Director and lead librarian.

Support and endorse the policies and decisions of the Library Board. Promote the use of the library in the community.

Should have knowledge of computers and related equipment, fax machine, photocopy machine, and typewriters; circulation desk cash procedure. Many other general clerical responsibilities for the office and library items, including shared secretarial duties with other staff are part of these job duties. Secretarial needs may entail some technical library processes such as cataloging, filing, processing of new books, weeding, and ordering.

DUTIES AND RESPONSIBILITIES:

- Select and maintain the children's collection
- Plan and participate in children's programs and activities.
- Assist children, parents, and teachers in using the library's resources.
- Promote cooperation with the schools through visits, class tours of the library, and
- Maintain a room that is inviting and functional for children and young teens
- Promote children's services and programs in the community.
- Assist in community programs as appropriate.
- Assist with additional desk duties as necessary
- Copy catalogs new materials after technical processing

- Participate in community and library activities and workshops which relate to children's services or which the director feels would be beneficial
- Furnish director with statistics and necessary information for reports and budget preparation involving children's services.
- Supervise library in absence of director and lead librarian, as needed
- Assist director as needed.

DESIRABLE TRAINING AND EXPERIENCE:

Minimum: - Associates degree related to library science and/or childhood development plus 3-5 years of experience working in a library or classroom environment required.

PHSICAL 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 job, the employee is regularly required to stand; walk; reach with hands and arms; climb stairs; and stoop, kneel, crouch, or crawl. The employee frequently is required to sit and climb or balance. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

COMPENSATION:

40 hours per week non-exempt position. Salary range: \$18.00 to \$27.00. Includes IMRF, vacation, and personal time.

Employee will be furnished with a laptop computer and email address for their use. In the event of a separation the library will retain ownership of both as well as the content created.

EMPLOYEE _____ DATE _____