

CROMAINE DISTRICT LIBRARY
Hartland, Michigan

Youth Librarian – Full-time

REPORTS TO: Youth Services Manager

JOB SUMMARY: Provides services to young people, including babies, children, and tweens, their caregivers, teachers, and adults who work with them, helps patrons to use the library effectively and assists with collection development and library programs for young people. Assists in coverage of Teen Services.

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

DUTIES AND RESPONSIBILITIES

Essential Job Functions

Reference & Reader's Advisory

- Provide effective, positive, personalized reference interviews and reader's advisory assistance in person and via phone and email, utilizing print, non-print, and electronic resources.
- Conduct efficient reference interviews to determine information need and best sources to use.
- Move through the library regularly to check with patrons regarding their information needs.
- Provide assistance and instruction to the public on the use of the library, its materials, electronic information sources, and the computer catalog.
- Assist library users with electronic information sources as well as devices that provide access.
- Initiate ILL and address purchase requests promptly.

Collection Development

- Select and order materials based on reviews, catalogs, recommendations and patron requests. This position will focus on youth collection areas as assigned.
- Preview new materials being added to the collection in order to know what is available and provide it quickly to the patron.
- Evaluate collection in assigned areas regularly for development or weeding.
- Catalog, or enhance cataloging (e.g., Lexile, reading level) materials as needed.
- Compile bibliographies and displays in print or electronically.

Library Events & Public Relations

- Prepare and conduct story time and other library programming on-site, in schools, and other outreach settings.

- Promote the library through tours and outreach activities.
- Assist with other programs and events as needed.
- Assist with newsletter, web site, social media and other forms of communication to the community.
- Participate in outreach activities and community partnerships to further the reach of the library.

Computer

- Keep up to date with new technology and ways of accessing information.
- Perform basic hardware troubleshooting in order to resolve equipment problems as quickly as possible.

Other

- Stay abreast of emerging library trends and services through professional journals, participation in continuing education, and networking.
- Act as back-up for other departments as needed.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position.

Education, Certification and Training

- Master's degree in Library Science, or current enrollment with the intent of completion, from an ALA accredited library school.
- Library of Michigan certification level 1 or 2, or ability to obtain certification.
- Public library experience preferred.

Skills and Abilities

- Genuine interest in providing superior public service.
- Ability to achieve and maintain cooperative and effective relations with members of the general public and with other employees.
- Solid knowledge of popular reading materials, reference tools, and electronic resources.
- Ability to select appropriate reading materials for assigned collection(s).
- Ability to present innovative and traditional programs and displays for young people and their families.
- Ability to work independently and take initiative.
- Ability to use and teach a variety of technologies, including operating systems, integrated library systems, as well as varied software and applications.
- Excellent time management and effective prioritization skills.
- Displays critical thinking skills and is detail-oriented.
- Excellent oral and written communication skills in English.

- Flexibility in scheduling, including the ability to work evenings, Saturdays, and Sundays.

Physical abilities

- Physically able to operate a variety of machinery and equipment, including office equipment such as computers, calculators, copiers, facsimile machines, CD/DVD players.
- Ability to stand or sit for extended periods of time to use computer workstations, including keyboard and visual display terminal.
- Strength to push or pull a loaded book cart which can weigh in excess of 100 pounds on level floor and up ramp, to lift or maneuver onto cart loads of up to 50 pounds, and to carry cartons of books of reasonable weight (25 pounds or less).
- Must be able to pay close attention to details and concentrate on work.
- Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data or things.
- Time management ability to set priorities in order to meet deadlines.
- Sufficient clarity of speech and hearing or other communication capabilities which permit effective communication.
- Sufficient vision or other powers of observation to permit employee to read books and patron requests.
- Sufficient manual dexterity which permits the employee to type and record library files.
- Sufficient personal mobility and physical reflexes which permits the employee to re-shelve library materials and work at public service desks.

The qualifications listed above are intended to represent the minimum skill and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as an expression of absolute employment or promotional standards but as general guidelines and should be considered along with other job-related selection or promotional criteria.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to talk or hear, and occasionally required to travel to other locations. The employee is frequently required to sit, stand, walk, reach with hands and arms, use hands to finger, handle, or feel, and stoop, kneel, or crouch. The employee regularly must lift and/or move moderately heavy objects. Specific vision requirement of the job includes near vision, distance vision, color vision, and peripheral vision.

The physical demands and work environment characteristics described above are representative of those an employee encounters while performing the essential function of the job.

Revised January 2025