

July 26, 2024



**Position: Full-Time Youth Services Librarian
Hagaman Memorial Library**

Direct Supervisor: Library Director

Description: Due to a staff retirement, Hagaman Library seeks a Full-Time Youth Services Librarian to join our team! This is a non-exempt, professional staff position, encompassing administrative duties and daily, hands-on public service. The Youth Services Librarian is responsible for planning and implementing programs, services, and outreach for families and children, birth through age 12, as well as curating a collection of fiction, nonfiction, audio visual, and physical materials for families and children. Requires extensive knowledge and experience with youth literature and youth programming, and comfort working with children. Above all, makes families feel welcome, and invited to experience all the library has to offer.

Schedule: This is a full-time, 35 hour per week position, with a variable schedule; night and weekend hours may be required.

Compensation & Other Benefits: \$27.26 – 36.33 per hour; benefits including paid time off, health insurance, and retirement contribution

To Apply: Please send a cover letter, resume, and an application for employment (available <https://hagamanlibrary.org/employment/>) to the Library Director, Sarah Mallory, at smallory@biblio.org.
Subject Line: Youth Services Librarian

Responsibilities:

- Maintains excellent constructive communication with the Library Director, Staff Supervisors, and staff to maintain a collegial and positive team environment for all
- Designs and oversees a safe, inviting, and productive environment for children and families to spend time and to learn, play, and grow
- Plans, coordinates, promotes, facilitates, oversees, and evaluates all youth programs and services, birth through age 12. Takes the needs, wants, and direct input from families into consideration, creating community-driven, community-focused events and services
- Working with other professional staff, plans, coordinates, promotes, facilitates, oversees, and evaluates cross-over, intergenerational, multi-age, family, and large-scale programming
- Curates, maintains, and oversees the collection of youth fiction, nonfiction, audio visual, and physical materials. Analyzes data from annual uncirculated material reports and quarterly lost and missing reports to maintain these collections regularly
- Assists in developing and publishing the library's quarterly print newsletters and provides regular publicity through social media, email, the library website, and other available technologies
- Tracks, interprets, and reports program and circulation statistics, provides monthly and annual department reports to the Library Director, and regularly reevaluates programs, space, and the collection in terms of both qualitative and quantitative data

- Works within the framework of an annual budget provided by the Library Director to purchase and provide programs, services, and materials. Understands, regularly expends, and monitors all budgets assigned
- Seeks, applies for, and administers grants, fundraising opportunities, and other sources of funding
- Meets with the Library Director and other Staff Supervisors to provide input and recommendations to improve library policies, services, and programs, and may implement such improvements, as directed
- Works as a liaison between the library and local schools, and between the library and other family-focused community organizations, to encourage children and families to use the library, attend programs, and access services. Provides community outreach at town events and through these community partnerships
- Provides daily oversight of department staff, ensuring proper procedures and policies are understood and are being followed in the Youth Services Department
- Works in coordination with other staff supervisors to oversee daily operation of the library and the Youth Services Department, and to provide Reference coverage as needed, including: providing reader advisory; completing reference interviews to determine patron needs; answering simple questions which take less than 30 minutes; providing instruction, research assistance, or future appointments for more complex questions which will take multiple 30 minute sessions; providing basic instruction on computer, printer, and fax help; receiving complaints and special requests from patrons and making every effort to follow through in response, as policies allow
- Works in coordination with Staff Supervisors to notify library patrons of procedures and policies when necessary, diffuses difficult situations, and takes action in emergency situations, as required. Refers difficult situations to the Library Director, as necessary
- Is familiar with and implements proper daily opening and closing procedures for the library, including: unlocking and locking doors; ensuring an adequate amount of supplies for patron and staff use; opening and closing the safe
- Is familiar with and can provide coverage for operation for the Circulation Desks, including:
 - greeting patrons, answering phones, directing calls, processing mail
 - operating computers
 - registering and renewing patrons
 - searching for, reserving, and checking in/out of materials
 - processing overdue items and bills, operating a cash register, handling cash and checks, accepting payment for lost materials, and making change
 - shelf-reading and shelving items, weeding, and completing pull list of consortium holds
 - orderliness of materials and public areas, behind-desk and staff areas, and displays
 - emptying book drop
- Provides excellent customer service at all times, anticipating the needs of community members and seeking to provide patrons with access to brochures, programs, and information on available services; answers to directional questions; and assistance with contacting a Department or Library Director, as needed
- Troubleshoots technology and notifies the Library Technology Specialist and Library Director of equipment malfunctions
- Notifies the Library Technical Assistant and Library Director of supply shortages
- Maintains flexibility in scheduling to meet variations in scheduling for programs during periods which will hold the most appeal to members of the community; night and weekend hours required
- Stays informed of important announcements by checking staff email during each work day and attending staff meetings
- Participates in committee meetings, training, and other work activities, as assigned
- Performs other duties as assigned, or required, to insure the smooth operation of the library, organization and operating of the building, and provision of excellent customer service at all times

Essential Knowledge, Abilities, and Skills:

- Ability to work with children, caregivers, families, the general public, and library staff, within the parameters of the position's responsibilities, library's priorities, budget, and policies, and within the parameters of allied entities such as local government
- Ability to communicate effectively with other staff supervisors, the Library Director, staff, and the public. Tactfulness, tolerance, and courtesy in dealing with others
- Ability to both manage and work as a part of a team, providing constructive criticism, positive reinforcement, and instruction, as needed
- Ability to teach, train, and work with others at a variety of skill levels. Can clearly explain concepts, and vary presentation style to meet needs of a variety of learning needs
- Research skills. Can navigate a Reference interview, analyze a request for information, determine patron needs, and assist in locating and furnishing information. Can effectively search reference materials, including online resources, to answer questions
- Technology Skills. Knowledge of AV and computer equipment, hardware and software, smart devices, and ability to handle minor repairs and troubleshooting
- Ability to express oneself verbally and in writing
- Excellent customer service skills
- Planning, organizational, and time management skills
- Clerical skills in data input, alphabetizing, attention to detail
- Computer skills. Knowledge of computer software applications and technology, including: Microsoft Office, Internet Browsers, and Email
- Numeric Skills. Ability to track data, calculate, interpret, and report statistics, make change, add, subtract, and use a calculator
- Physical Requirements:
 - Able to remain in a stationary position for long periods, standing or sitting
 - Able to bend, move, and remain moving for long periods during children's programming
 - Able to move around all levels of the building to perform work, provide programming, and supervise spaces, as needed
 - Manual dexterity and ability to operate a computer and other office productivity machinery, such as a calculator, copy machine, printer, fax, and cash register
 - Lifting and carrying of 30lbs; packing and unpacking daily transit deliveries; pushing and pulling of book carts; frequent stooping and reaching
 - Visual discrimination: ability to observe details at close range and read spine labels and other labeling, both online and in physical format, ability to see and read computer screens and printed materials
 - Auditory perception: the ability to hear and communicate verbally with patrons and library staff at the circulation desk, both in person and over the telephone

Education and Experience:

- BA/BS in a related field
- MLS/MLIS from an ALA accredited program. Students in an MLIS program considered
- Experience working with children
- Experience in public libraries and with automated library systems preferred
- Knowledge of public services and customer service preferred
- 3-5 years increasingly responsible supervisory experience preferred
- Valid driver's license

Equal Employment Opportunity Statement:

Hagaman Library promotes a policy of equal employment opportunities for all. This means that the library recruits, hires, trains, and promotes all persons without regard to race, color, religion, age, sexual orientation, sex (including pregnancy, childbirth or related medical conditions, sex stereotyping, gender identity or expression, or transgender status), workplace hazards to reproductive systems, marital, civil union, or domestic partnership status, national origin, ancestry, veteran status, physical disability, past or present history of mental disability, learning disability, intellectual disability, genetic information, status as a victim of domestic violence, homelessness status, lawful activity outside the workplace during non-work hours, or any other characteristic protected by law. All employment decisions are based on employment-related criteria such as skills, abilities, attitude, and contributions to the library, so as to further the principles of equal employment.