

POSITION DESCRIPTION

POSITION TITLE: Assistant Youth Services Librarian

POSITION LEVEL: 5- 37.5 hrs weekly

SUPERVISOR: Assistant Director; Head of User Services

GENERAL DESCRIPTION

Under the direct supervision of the Head of Youth Services, helps coordinate and implement youth services to meet the needs and wants of the community. Performs a variety of library circulation, collection maintenance, and technical services procedures with a heavy concentration on public service. Helps with projects as assigned by the Head of Youth Services. Strives for exceptional services for the community of Salem.

RESPONSIBILITIES TO THE PUBLIC

- In coordination with the Head of Youth Services and Assistant Director, responsible for planning and implementing story times, school age programming, and annual youth summer reading program.
- In coordination with the Head of Youth Services, responsible for planning and implementing passive programming.
- Performs circulation functions for Youth Services Department customers.
- Performs basic reference work and refers complex requests and questions to the Head of Youth Services or Reference.
- Assists and instructs children and teens and their families in using library resources – print, non-print, electronic, on-line catalog, shared and consortial collections.
- Assists customers in the use of electronic devices and equipment.
- Assists and instructs customers on basic services & features available through the website and PAC.
- Ensures that the user environment throughout the Youth Services Department is pleasant, friendly, and professional.
- Ensures that services are consistent, meet the needs of customers, and are based on thorough knowledge and understanding of policies and procedures.
- Resolves customer concerns in a pleasant and informed manner, referring the issues to appropriate staff as needed.
- Helps maintain the attractive appearance of the room and is alert to possible threats to the safety and well-being of patrons, especially young children.
- Explains library rules and procedures to children and adult patrons, especially those established policies and programming guidelines pertinent to the operation of the Children's Room
- Assists with programs and displays as assigned.
- Performs other related work as required.

COLLECTION RESPONSIBILITIES

- Shelve and file materials as assigned with care and accuracy to ensure ready access.
- Assists in assuring accurate library shelving by shelf-reading materials as assigned.
- Performs routine book maintenance and processing as required.
- Evaluates and properly routes materials in need of repair or billing.
- Assists with collection projects as assigned.
- Aids in selection and ordering of materials as assigned.

RESPONSIBILITIES TO THE STAFF

- Treats all co-workers, supervisors and staff with courtesy, respect and proficiency.
- Completes all tasks assigned in a timely manner.
- Provides clear emails and notes for other staff concerning tasks.
- Stays current with library email and communication.
- Ensures that all assigned tasks are done accurately and to stated standards.
- Performs opening/closing procedures in work area/public areas as needed.
- Readily asks questions to obtain further clarification concerning tasks, procedures, and policies.
- Stays current on policies and procedures.
- Serves as a role model of professionalism to coworkers and the public.

RESPONSIBILITIES TO THE ADMINISTRATION

- Strives to provide exceptional service based on a thorough understanding of public service policies and procedures.
- Understands and follows the policies covered by the Staff Manual.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to comprehend and follow written and oral instructions.
- Strong sequencing skills; ability to sort a cartload of books alphabetically or by other organizational order.
- Ability to learn circulation systems, organizational systems, and library policies and procedures.
- Ability to learn and understand modern library principles, practices, procedures and tools.
- Ability to be courteous and pleasant at all times with customers and staff.
- Ability to establish and maintain effective working relationships with superiors, coworkers and customers.
- Basic keyboarding and computer skills.

- Ability to learn media and computer operations.
- Ability to pay attention to detail.
- Ability to meet or exceed the library's Core Competencies.
- Ability to readily take on new tasks, learn new skills, and adapt to change.
- Ability to analyze situations accurately and act effectively.
- Ability to plan and execute library related programming for children and teens.
- Flexibility to deal with multiple and extra unexpected tasks and customers simultaneously.

EDUCATION AND EXPERIENCE REQUIREMENTS

- MLS/MLIS preferred. Current graduate students considered.
- Customer service experience preferred.
- Previous library work or work with children required.
- Other combinations of education and experience may be considered.

July 2024