

**Fox River Valley Public Library District**  
**Job Description**

<b>Job Title:</b> <i>Youth Services Librarian</i>	<b>Grade:</b> <b>8</b>
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<b>Department:</b> <i>Youth Services</i>
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<b>Primary Location:</b> <i>Dundee Library</i>
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<b>Reports To:</b> <i>Youth Services Manager</i>
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<b>Education Required:</b>  <i>Masters Degree in Library Science from an accredited school.</i>	<b>Type of Position:</b> <input checked="" type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Volunteer	<b>Hours:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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**General Description:**

*Under the administration of the Deputy Director and the supervision of the Youth Services Manager, responsible for providing programming, reference, and readers advisory services.*

**Essential Functions of the job:**

- *Delivers positive customer service experiences in locating library materials and navigating library services*
- *Selects materials in assigned focus areas*
- *Prepares and executes internal and external programs for the public as assigned*
- *Provides information, reader's advisory and reference services for children and adults*
- *Acts as person-in-charge (PIC)*
- *Provides instructions on computer use, reference sources and library use to individuals*
- *Prepares displays, bibliographies, and instructional material as assigned*
- *Exercises judgment in consulting/referring questions to service desks, Managers, or Person in Charge*
- *Issues library cards and orients new users to the district's services & policies*
- *Assists individuals in using digital materials on their devices*
- *Assists patrons with check-out/return stations, locating holds and making electronic payments*
- *Update patron accounts and assist patrons with managing their accounts*
- *Replenishes popular collection displays*
- *Maintains an awareness of district programs and activities*
- *Maintains the overall appearance of the department and public areas*
- *Prepares reports and statistics as assigned*
- *Promotes the library district by using good public relations practices*
- *Attends meetings and workshops*

- *Performs other duties as assigned*

**Knowledge and Skills:**

- *Knowledge of library practices, procedures and technologies*
- *Knowledge of current events and popular culture*
- *Knowledge of current library software applications*
- *Knowledge of current technologies and electronic resources*
- *Ability to communicate effectively with the public and staff*
- *Ability to set priorities, make independent decisions, and exercise good judgment*
- *Ability to follow projects through to completion*
- *Basic understanding of overall library operation*
- *Ability to bend, lift, stoop and carry*
- *Ability to communicate effectively orally and in writing*

**Supervisory Responsibilities:** No

**Competencies:**

**Emotional Intelligence** - *Aware of own strengths and opportunities for growth; Self-motivated to pursue training and personal development; Remains open to others' ideas and tries new things; Manages own emotions in stressful situations.*

**Ethics** - *Treats others with respect; Maintains confidentiality and inspires the trust of others; Works ethically and with integrity; Follows administrative policies and procedures; Upholds organizational values.*

**Leadership** - *Motivates team and coworkers toward desired goals; Shows effective leadership skills in an emergency situation; sets a good example.*

**Leadership**

*Provides guidance and direction to enhance or improve performance.*

**Planning/Organizing** - *Prioritizes and plans work activities; Uses time efficiently.*

**Communication** - *Listens to understand and requests clarification when needed; Responds thoroughly and accurately to questions; Speaks and writes clearly and concisely; Reads and understands written information and instructions.*

**Teamwork** - *Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.*

**Adaptability** - *Readily adapts to changes in the work environment; Deals positively with changes, delays, or unexpected events; Manages competing demands; Changes approach or method to best fit the situation.*

**Technical Skills** – *General knowledge of library networks and equipment troubleshooting; Strives to continuously build knowledge and skills; Shares expertise with others; Proficient in CCS Core Competencies.*

**Dependability** - *Takes responsibility for own actions; Keeps commitments; Completes assigned tasks on time or notifies appropriate person with an alternate plan.*

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Analytical** – Researches, collects and analyzes data, supporting recommendations with data.

**Problem Solving** - Identifies and resolves problems in a timely manner.

**Computer Skills:** Working knowledge of Microsoft Office Products, the internet, email and databases; Experience with integrated library system software

**Other Qualifications:** Valid Illinois driver's license or ability to obtain one within 60 days of hire. Must be willing to work evening and weekends.

**Travel:** Some local travel, regional and occasional national travel is required of the position

**Work Environment:** Noise level in the work environment is quiet to moderate

**Physical Demands:**

- Must be able to hear, comprehend and respond to the library user both in person and in telephone conversations
- Must have visual ability to see computer screen, read call numbers and bar codes on books
- Must be able to manipulate computer keyboards, calculator, and cash register
- Must be able to lift and carry bags of books or boxes weighing up to 40 pounds
- Must be able to reach a height of greater than 60"
- Must be able to speak distinctly to large groups
- Must be able to drive a car and hold a valid driver's license
- Must be able to walk distances of more than 50 feet within the building to shelve or retrieve materials
- Must be able to push a cart of books weighing 100 pounds or more
- Must be able to bend to reach lower shelves
- Must be able to move or carry chairs, tables and other minor furniture
- Must be able to lift, move and rearrange shelves
- Must be able to sit or stand for extended periods during the work period
- Must be able to use a stool or ladder, stoop, kneel, crouch and crawl
- Must be able to work a varied schedule as library needs dictate, including days, evenings, and weekends

**Safety and Risk Management Responsibilities:**

Employees are responsible for complying with safe work rules; reporting all accidents and injuries immediately; cooperating in all accident and injury investigations; reporting defective equipment and unsafe conditions