



Position Title:	Youth Information Professional
Department:	Children's Services
Grade:	5
Immediate Supervisor:	Department Head, Children's Services

Position Summary
A non-exempt position responsible for the provision of reference, reader's advisory services, and instruction for children and families. Presents and coordinates library-sponsored learning experiences for children, families, and the community. Reports directly to the Department Head of Children's Services. Some nights and weekend work shifts. Schedule is subject to change.
Qualifications
<ul style="list-style-type: none"> • BA/BS degree in a relevant field • Previous library work experience desirable, preferably in a public library • Previous work with children required; experience leading instruction or recreation for youth desired • Demonstrates knowledge of principles of infant, child, and/or adolescent learning, literacy, and development • Understands current educational practices, especially those related to literacy and inquiry • Demonstrates knowledge, use, and appreciation of children's literature with a wide range of reading experience • Competent and comfortable working with technology related to library resources, including but not limited to mobile devices, tablets, and computers • Ability to stay organized and use time effectively with minimal supervision • Ability to exercise judgment when dealing with the public and staff • Ability to sort and file alphabetically, numerically, and chronologically • Valid driver's license or access to transportation
Essential Position Duties & Responsibilities
<ul style="list-style-type: none"> • Assists library users with finding appropriate educational and enrichment materials and resources across a diverse range of needs, preferences, and developmental levels • Conducts reference and readers' advisory interviews to assist children and their caregivers with the identification and selection of materials and services • Develops, presents, and coordinates classes and events for children and families both in-person and virtually • Instructs and supports children in information gathering, research skills, and the physical and digital use of library tools and resources • Performs duties necessary for day-to-day library operations <ul style="list-style-type: none"> ○ Keeps public areas, including service desks, organized and tidy ○ Maintains and troubleshoots library equipment in the course of day-to-day library operations ○ Uses various reporting tools to collect necessary statistics • Retains work knowledge of all resources and services available through the Library • Under direction of the Department Head of Children's Services, may select and maintain a designated area of the library collection • Represents the Library at pertinent educational and community activities • Participates in job-related education to build skills and enhance the services of the Library

- Demonstrates skill set for position's technology competencies
- Performs other duties as assigned

Physical Requirements

- Must be able to move with patrons throughout the building to provide, explain, and interpret resources
- Frequent sitting, moving, bending, stooping, lifting, and reaching
- Must be able to bend and reach to access and move materials on upper and lower shelves
- Must be able to push and pull a fully loaded book cart as needed
- Lifting up to 40 lbs.
- Vision for near and far

Basic Requirements for All Library Employees

- Commitment to provide excellent service to all library patrons
- Commitment to create and maintain positive working relationships with staff
- Ability to exercise good judgment at all times
- Ability to work independently and accurately with details
- Ability to communicate effectively and clearly
- Working knowledge and adherence to library policies and procedures
- Working knowledge of personal computer, mouse, keyboard, telephone, fax, printers, scanners and copiers

Last revision: