
Children's and Young Adult Services Librarian

REPORTS TO: Director
JOB CLASSIFICATION: Full Time
STATUS: Exempt
REVISED: 8/18/15
REVIEWED:

BASIC FUNCTION:

Under the supervision of the Library Director, performs responsible and varied administrative and professional library work related to planning, organizing, and directing the activities of the Children's and Young Adult Services Department, which serves patrons ranging in age from pre-school through grade 12. The CYAS Librarian interacts with the public and other staff members. Duties may require independent judgment and action within specific parameters.

The Library expects all employees to observe and develop our core values of: Motivation, Positive Attitude, Respect for Others, Strong Commitment to Customer Service, Sense of Humor, Integrity, Honesty, Tolerance and Flexibility.

RESPONSIBILITIES:

- Trains and supervises staff and volunteers assigned to the Children's Department projects; makes job assignments and verifies that assignments are carried out properly
- Evaluates the work performance of Children's Department staff and volunteers
- Selects materials for acquisition and withdrawal from the children's print and non-print collections; supervises the organization, maintenance, preservation, withdrawal, and disposal of materials
- Provides reference and reader's advisory guidance to children, parents, and teachers
- Assists patrons in using the online catalog and other electronic tools and resources; assists and instructs patrons in using library services, equipment, and facilities
- Plans, organizes, and supervises story hours and other programs for children in order to encourage reading, viewing, and listening of library materials and to help create lifelong library users; provides library service to the elementary schools and community through programs such as class visits, summer reading events, etc.
- Creates bibliographies, user guides, promotional materials, and publicity spotlighting Children's Department collections, services, and programs

- Creates displays to enhance the library experience and to promote use of library resources
- Maintains knowledge of the automated circulation and technical services systems and assists with circulation and technical services tasks, as needed
- Prepares regular narrative and statistical reports for the Library Director
- Interprets library policies and procedures to the public in a customer-friendly manner
- Identifies reading trends among junior patrons
- Attends conferences, workshops, and meetings and reads professional literature to stay informed on issues related to children's library services
- Serves on professional and community committees, as requested, to advance the library and the library profession
- Performs other duties, as assigned

EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

- MLS or MLIS degree from an ALA-accredited program OR A bachelor's degree in a related field AND two (2) years of any equivalent combination of education and experience which provides the required knowledge, skills and abilities. Will consider applicants who are in their final semester of their Masters in Library Science program from an accredited institution.
- Working knowledge of modern library policies and procedures, methods, practices and materials; Knowledge of basic reference sources and research techniques; Knowledge of database and online reference sources.
- Valid driver's license and satisfactory driving history. Personal transportation that can be used for business travel is required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library materials required. Ability to communicate orally and in writing effectively. Work extensive hours at the computer screen. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Ability to do repetitive tasks with speed and accuracy. Employee may need to carry, push, pull, or lift up to 50 pounds. Proper lifting techniques required. Push and pull fully loaded (50-100 pounds)



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book trucks. Ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines.

The job description is not a contract between the Library and the employee. The Henry County Public Library is an at will employer. The job description duties may be changed at the discretion of the Library and/or the Library may request the employee to perform duties that are not listed on the job description.