



# Employment Opportunity

## Youth Services Librarian Full Time

Spencer Road Branch, St. Peters, MO

Do you have a passion for serving youth? We are seeking an enthusiastic, self-motivated Youth Services Librarian to work at our busy Spencer Road Branch. This position will focus on connecting with youth and families, establishing community relationships, developing and implementing classes and events, managing collections, and delivering outreach services. While providing leadership in all of the branch's youth services, this position particularly focuses on library service for tweens and teens.

### Requirements:

- A positive and enthusiastic approach to youth services in public libraries
- Commitment to inclusion and serving diverse populations
- Comfort with using and facilitating usage of new technologies needed to engage tweens and teens
- Demonstrated ability to work in a collaborative environment, receive guidance and take initiative
- Ability to effectively present library classes and events to all ages with special emphasis on programs for youth
- Excellent interpersonal skills to interact with staff and patrons of all ages, from all backgrounds
- Ability to manage time effectively, with attention to detail and flexibility
- Ability to manage conflict
- Ability to uphold library professional standards, the Library's mission, the Library's strategic plan and core values

### Education:

- MLS/MLIS from an ALA-accredited library school required
- Experience working with youth in a group setting preferred

**Schedule:** Monday-Friday 8:30am-5:00pm with one evening per week (Thursday preferred). One Saturday shift per month and one Sunday shift every other month are required.

We offer a full benefit package which includes medical, vision and dental and life insurance, retirement plan, deferred compensation (457) plan, Flexible Spending Account (FSA) and generous time off. Starting salary is \$47,358.

Our eleven library branches serve all residents of St. Charles County by providing a robust collection of materials, many classes and events, and superior customer experiences. Every day we get to live our mission: to inspire, to inform, and to enhance connections across St. Charles County. The future looks bright - join us!

For immediate consideration a cover letter and resume along with a completed [SCCCL Application](#) can be emailed to [jobs@stchlibrary.org](mailto:jobs@stchlibrary.org), by **Monday, August 29, 2022**. Application materials will be accepted until the position is filled or an acceptable number of qualified candidates have been received.

The St. Charles City-County Library is committed to diversity and inclusion. The Library provides equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status.

8/19/22-8/29/22

**Please see the following job description for more information.**

**Description Number:** 183

**Position Title:** Youth Services Librarian

**Salary Grade:** 18

**FLSA Classification:** Exempt

**Reports To:** Branch Manager or Regional Branch Youth Services Supervisor

**Revision Date:** 08/01/2018

---

### **Position Summary**

The primary focus of the position is delivering library services, specifically reference, readers' advisory and programming services to youth. Additional duties may include technology training, provision of off-site services, and supervisory duties. Youth services librarians are expected to serve all ages, however there may be a specialty designation of children's, teen, or a combination of the two depending on branch assignment.

### **Essential Functions**

1. Understand theories of infant, child, and adolescent learning and development and their implications for library service.
2. Communicate early literacy practices to parents and have a familiarity with the ALA Every Child Ready to Read Initiative.
3. Present programs to large or small groups of children, teens, and/or adults.
4. Demonstrate a knowledge and appreciation of youth literature, periodicals, audiovisual materials, websites, and other electronic media that contribute to a diverse and relevant collection.
5. Use technology in programming when appropriate.
6. Mentor other staff in the branch in services to youth, including paraprofessionals and new librarians.

### **Duties**

#### General Duties

1. Carry out duties in accordance with the District's Code of Ethics.
2. Work cooperatively with all District staff in planning, developing and deploying new services.
3. Participate in professional development and continuing education activities, including ongoing review of professional literature.
4. Attend meetings of District staff as required.
5. Participate on special project teams focused on system-wide goals and programs.

#### Public Service Duties

1. Plan, design, present, and evaluate services and programs for youth.
2. Identify and engage skilled community partners to present programs.
3. Instruct customers in the use of library tools and resources, empowering them to choose materials and services on their own.
4. Provide reference assistance to all customers, including readers' advisory, educational support, and technology assistance.
5. Promote library collections and services through programming, merchandising, outreach visits, and community events and maintain relationships with community agencies.
6. Explain library policies and procedures to customers.
7. Resolve customer service issues as needed.

### Collection Maintenance

1. Assist with the weeding of materials according to District policies to ensure that the collection is current and relevant materials are available.
2. Collaborate with collection services staff on providing a diverse variety of electronic resources, audiovisual materials, and print materials, to best serve the needs of youth and caregivers.
3. Stay current on new materials by consulting a wide variety of reviewing sources and publishers' catalogs, and attending professional meetings.

### Supervisory Duties:

1. Assist the Branch Manager with supervising the daily operations of the branch by handling staff and customer issues as needed.
2. Assist Branch Manager with staff scheduling, as needed.
3. Participate in the interview and selection process for new employees in the department or branch.
4. Oversee training in the department and conduct performance evaluation of direct reports.
5. Communicate or interpret policies and procedures to staff.

### **Skills**

1. Expertise in the area of infant, child, and adolescent learning and development.
2. Expertise in youth literature coupled with ability to recommend age-appropriate reading suggestions that match the customers' interests.
3. Extensive knowledge of general library operations and library technology.
4. Ability to interact pleasantly and positively with customers and staff.
5. Supervisory skills and understanding of workflow processes.
6. Strong computer skills and ability to troubleshoot problems or answer customer questions.
7. Excellent written and verbal communication skills.

### **Essential Physical Abilities** - Accomplished with or without reasonable accommodation.

1. Ability to stand for long periods of time in public service area.
2. Ability to lift and move materials and furnishings for program set up.
3. Ability to reach high or low to review materials on shelves and move through aisles.
4. Sufficient clarity of speech and hearing to communicate well with staff and customers.
5. Sufficient vision to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form.
6. Sufficient personal mobility to attend meetings at various locations within the District.

### **Education and Experience**

1. Master's in Library Science from an ALA-accredited program required.
2. Experience working with youth in a professional capacity preferred.

The job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the Library.