



# CITY OF WEST LIBERTY, IOWA

## Youth Services Library Specialist

**DATE:** Adopted

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**CLASSIFICATION:** Non-exempt

**DEPARTMENT:** Library

### **JOB DESCRIPTION:**

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#### **Summary/Objective**

Under the direction of the Library Director, this employee is responsible for providing reference/circulation and readers' advisory services, participating in collection development and management, planning and presenting programs and community outreach, reporting on statistics and budget spending, and supervising part-time staff. Specific responsibilities will be assigned by the Library Director on the basis of experience, skills, and specific needs of the department and number of hours worked.

#### **DISTINGUISHING CHARACTERISTICS:**

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The Youth Services Library Specialist is a level below the highest level of a multi-level series. The Youth Services Library Specialist is accountable for the performance and operation of the Youth Services Department within the Library. The Youth Services Library Specialist reports to the Library Director.

#### **ESSENTIAL FUNCTIONS:**

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Employer may make reasonable accommodation to enable individuals with disabilities to perform the essential functions.

- *Provides reference/circulation services:* working as needed at the circulation desks using both print and automated resources, answering telephones, and developing a thorough knowledge of reference/circulation tools and techniques.
- *Provides readers' advisory services:* maintains an awareness of bibliographies and other tools to assist patrons in finding their resources or materials; maintains an awareness of current topics and trends in materials. Emphasis on materials for youth.
- *Plans, leads, and evaluates youth programming and outreach:* develops and maintains a knowledge of the needs and interests of children and youths; develops a balanced variety of programs that promote or explain library resources; establishes relationships with relevant community organizations and services; regularly evaluates the efficacy of outreach and programs.
- *Collects statistics and monitors budgets:* provides Youth Department statistics to the Director as needed; keeps an itemized record of materials purchased for the Youth Department; makes purchase requests in a timely fashion; solicits donations and grants to extend youth services
- Participates in appropriate continuing education activities and professional organizations as requested
- Trains and supervises staff and volunteers as assigned.

## **QUALIFICATIONS:**

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- Current principles and practices of library science.
- Firm knowledge of organization and operation of the library.
- State and federal library legislation.
- Books, authors and book classification.
- Knowledge of children's and young adult literature.
- Knowledge of programming and outreach for youth.
- Knowledge of child development and literacy instruction for youth.
- Awareness of current social, cultural, and educational topics and trends.
- Knowledge of budgeting, fundraising and grant writing.
- Modern office procedures, methods and computer equipment.
- English usage, spelling, grammar and punctuation.
- Principles of supervision, training and performance evaluation.

## **SKILLS AND ABILITIES:**

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- Ability to work with variety, change, and interruptions
- Ability to communicate clearly, sufficient to exchange or convey information and to receive work direction, both orally and in writing.
- Ability to work effectively with patrons, coworkers, supervisors, and others
- Ability to follow library policies and procedures
- Ability to work independently and productively
- Ability to develop and use effectively reference/circulation skills and practices
- Ability to exercise good judgment and use of critical thinking skills.
- Ability to supervise, train, and evaluate staff; ability to delegate authority and responsibility.
- Ability to work a flexible schedule that includes day, night and weekend hours, including hours outside of regularly scheduled time.
- Ability to work in an environment of shifting priorities and frequent interruptions, hectic pace and interaction with staff and public.
- Ability to provide excellent customer service.
- Ability to work with diverse socio-economic, cultural and ethnic backgrounds of people.
- Ability to communicate and develop positive relationships with children.
- Ability to create an atmosphere for programs that results in a pleasant, positive learning experience including dealing with disruptive or inappropriate behavior.
- Ability to motivate children to read.
- Ability to identify and respond to community and organization issues, concerns and needs.
- Ability to analyze the children's needs for library services and programs.
- Ability to prepare and present public presentations.
- Ability to develop and administer goals, objectives, and procedures.
- Ability to analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.
- Ability to interpret and apply federal, state and local policies, laws and regulations.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to follow all safety rules and regulations.
- Ability to utilize computer technology used for communication, data gathering and reporting.

**TRAINING AND EXPERIENCE REQUIREMENTS:**

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Education: Graduation from High School or equivalent G.E.D. and Bachelor’s Degree majoring in library science or related field.

Experience: At least one year related experience.

Preferred Education/Training: Master’s Degree majoring in library science or related field.

**LICENSING REQUIREMENTS:**

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State of Iowa Public Librarian’s Certificate or ability to obtain within 1 year of hiring.

**ESSENTIAL PHYSICAL ABILITIES:**

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Positions in this class typically require standing, mobility, fingering, talking, hearing, seeing and repetitive motions.

- Ability to exert up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Ability to perform sedentary work that involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**SUPERVISORY RESPONSIBILITY:**

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The Youth Services Library Specialist supervises the Library Assistant(s), Library Shelver(s), and volunteers.

**POSITION TYPE AND EXPECTED HOURS OF WORK:**

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This is a full-time position. General hours of work and days are dictated by library hours of operation. The library is open six days a week. Hours of operation are anytime between 8 am and 8 pm. Evening and weekend work are required as job duties demand.

**DISCLAIMER:**

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The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The City reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. City of West Liberty employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee’s employment at any time. Unless otherwise provided by contract or law, all employment with the City of West Liberty is to be considered “at-will”.

**SIGNATURES:**

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Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_