

Tinley Park Public Library

Position Description: Youth Services Librarian

Status: Full-time Exempt

Grade: 10

DEFINITION: Responsible for reader's advisory and reference, programming, and school outreach for patrons birth to 12th grade, and their caregivers. Supervised by the Youth Services Manager. A designated "person in charge" during evening and weekend shifts, and emergencies.

DUTIES AND RESPONSIBILITIES:

- Provides consistent, gracious, and friendly service to Library patrons and fellow staff.
- Understands and complies with the Library's policies and procedures while safeguarding confidential and restricted information.
- Exhibits a willingness to go above and beyond the call of duty to meet patrons' requests and to promote a positive image of the Library throughout the community.
- Actively pursues opportunities to increase knowledge of current technology and library trends.

- Assists patrons with information and readers' advisory requests in person, by telephone or through other means of communication.
- Determines appropriate resources for responding to questions; assists patrons in locating and using such resources.
- Develops customized age and reading-level appropriate bibliographies, pathfinders, displays, and research aids that promote and market the library's Youth Services collections and services.
- Plans, conducts, interpret children's stories and evaluates programs and tours for children of all ages.
- Works with department manager to develop and implement services to students and schools, and other related education organizations in library service area.
- Plans, facilitates, and coordinates with Youth Services staff to deliver support and outreach to schools.
- Attends and participates in job-related meetings and continuing education opportunities; keeps informed of new developments and trends.
- Obeys and promotes safe work practices, reporting unsafe actions and conditions.
- Assists in developing procedures and policies for the department.
- Performs basic troubleshooting of computers and printers.
- Maintains expertise concerning Library's online catalog and other online services.
- Develops, evaluates, and maintains collection in area/s assigned.
- Manages and evaluates an assigned budget.
- Creates departmental displays.
- May seek out and apply for grants.
- Performs other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable ability to empathize with and relate to the needs of children and their caregivers.
- Possess a strong command of the English language and demonstrates effective oral and written communication skills.
- Considerable ability to work with people of all ages in a friendly, approachable, and tactful manner.
- Ability to exercise professional judgment in analyzing and solving problems.
- Current knowledge of library materials, practices, techniques and technology related to Youth Services.
- Ability to write reports, publicity, and business correspondence; speak effectively to groups; present information and respond to questions from the general public and other staff.
- Ability to conduct a reference interview.
- Considerable knowledge of children's literature and child development.
- Awareness of popular culture and trends related to children birth to 12th grade.
- Knowledge of and ability to use PCs and a variety of hardware/software applications, mobile devices, and social media, and the ability to assist patrons with same.
- Advanced Internet searching skills.
- Ability to maintain awareness of and proficiency with emerging technologies.
- Ability to set priorities, make independent decisions, follow tasks through to completion, and exercise discretion with patrons and staff.
- Ability to remain calm under difficult circumstances.
- Ability to use a variety of office equipment.
- Ability to bend, stoop, stand, and sit for extended periods of time
- Ability to move a two-sided book cart loaded with up to 100 lbs. of library materials
- Ability to lift and carry boxes, baskets, or totes of books, papers, or other library materials weighing up to 40 lbs.

QUALIFICATIONS:

- Master's degree in library science from an ALA accredited graduate school with a preferred Bachelor's degree in education.
- Minimum of two years' professional experience working with children, preferably in a public library environment.
- Valid driver's license required to drive library vehicle(s).
- Ability to travel locally to schools, meetings, and conferences.
- Evening and weekend hours required; flexibility in schedule to match school hours.

Approved: 9/98

Revised: 10/07, 4/08, 4/09, 7/11, 9/12, 5/13, 12/19,
5/2021