

JOB OPPORTUNITY

POSITION: Youth Services Librarian – Teen Emphasis
LOCATION: Midtown Carnegie Branch – 397 E Central Street – Springfield, MO
DUTIES: See attached job description for essential duties and qualifications
SALARY: \$38,480.00 annually
APPLICATION DEADLINE: Until Filled

This is a full-time position, approximately 40 hours per week. Candidates must be available to work any hours the library branch is open. Midtown Carnegie is open Monday through Saturday from 9:30am to 6:00pm. As a condition of employment, work schedules may change as necessary to best provide user services and to meet the Library's responsibility to the citizens of Greene County.

This **position requires an MLS or MLIS** from an ALA accredited institution. ***To be considered for this position*** **TRANSCRIPTS MUST ACCOMPANY YOUR APPLICATION.** All candidates for employment must be at least 16 years old.

Proof of United States Citizenship/Authorization to Work in the United States as established by the Immigration Reform Act of 1986 is a condition of employment

Applications may be found online at <http://thelibrary.org/libjob/libjobs.cfm> then follow the link provided for this Job Posting

Complete application and submit transcript through our online application process.

Direct questions through e-mail to humanresources@thelibrary.org or call 417-616-0589 Monday – Friday 8:30am – 5:00pm.

Individuals with disabilities should request reasonable accommodations in accordance with the Americans with Disabilities Act prior to testing or appointment.

EQUAL OPPORTUNITY EMPLOYER

Current library employees desiring consideration must:

- have received a satisfactory performance rating on their last performance evaluation
- currently be performing their duties at a satisfactory level
- Log in to Genesis – Select Our Company > Search for Jobs > select position, view details of position, then **APPLY FOR THIS JOB**, a text box opens allowing you to compose a cover letter or add comments, click **APPLY FOR THIS JOB** again
- Use the pop up box labeled “COMMENTS ENTERED BY APPLICANT” to post a letter of interest
- If a transcript is required, please make certain these are on file.

Job Description

Position: Youth Services Librarian
Classification: Full Time
Track: Library Professional
FSLA Status: Exempt

Essential Functions

- Develops and implements developmentally appropriate youth and family programs and activities, such as story times for babies, toddlers and preschoolers, programs for school age youth, family events and tours
- Ability to relate to youth from birth to age 18 and their families and work with the general public
- Develops Library programs and services based on sound models of youth participation, allowing for social interaction, growth and learning
- Evaluates and documents programs and services to contribute to institutional and professional memory and adapts and improves future programs and services
- Assists patrons with reader's advisory, information, and location of library materials
- Assists and instructs patrons in the use of Library technology and reference materials
- Performs computer data and internet searches
- Provides regular reference services to the general public
- Assists Youth Services Manager with the promotion of youth services to local schools and community organizations through outreach, including periodic public speaking
- Develops statistical methods and interprets department statistics to help guide programming, collection merchandising, and other services
- Develops and conducts special projects and trainings under the direction of the Youth Services Manager
- May assist with material selection and collection development
- Participates as a member of the Youth Services Committee and other system wide committees and work groups as assigned
- Keeps department sanitary
- Interprets and implements the Library's General Conduct Policy.
- Timeliness: The employee must be punctual and timely in arriving to work and completing tasks. The employee must also be capable of working all of the hours in their assigned shift.
- Ability to work with others and the general public: It is essential that individual who works in this position have the ability to work and interact in a cooperative, pleasant, and constructive manner with others.
- This job description is not intended to be all inclusive; employee may be required to perform other related duties as required to meet the ongoing needs of the Library.

Skills/Job Knowledge

- Must exhibit flexibility, initiative, creativity, energy, patience and tact

- Ability to perform essential job functions during times of high public usage
- Excellent communications skills, oral and written
- Ability to effectively listen to and respond appropriately to patron inquiries
- Working knowledge of developmental stages of youths birth through 18 years of age and the implications for Library programs, services and collections
- Working knowledge of reference resources
- Working knowledge of youth development and the implications for library services and programs
- Working knowledge and appreciation of youth literature, issues, and interests
- Proficient in use of computer systems and associated software, integrated library systems, and the internet
- Current knowledge of developments and trends in library services and technology
- Awareness of current events

Education/Experience

- MLS or MLIS from an ALA-accredited institution
- One year public service experience required
- Public library experience and experience working with youth and families preferred

Contact

- Regular, daily public contact
- Works closely with other department personnel
- Routine telephone and email contact with other departments and branches

Supervision

- Supervised by the Youth Services Department Manager

Physical Demands

- Performs bending, squatting, kneeling and reaching from floor level to 6 feet in height
- Displays good coordination and mobility
- Routine lifting of library materials weighing up to 20 lbs.
- May have some exposure to bodily fluids

Working Environment

- Primarily indoors with heating and cooling regulated in a general library environment

Miscellaneous Requirements

- Must pass a security background check

The vision for the Springfield-Greene County Library is to be a thriving Library that is an integral part of the lives of the community. Library employees will be expected to embrace the following values:

Synergy – To produce a combined effect greater than what we can do individually

Empowerment – To give someone the means or ability to do something

Respect – To treat all people with dignity

Inclusion – To invite and welcome

Innovation – To start or provide something new

Confidence – To be certain of trustworthiness

Excellence – To be the best in everything we do

I have read the foregoing job description in its entirety and understand its contents.

I have the required credentials and experience stated herein.

I can perform the essential functions outlined with or without accommodation under the Americans with Disabilities Act.

Name: _____

Signed: _____ Date: _____

Accommodation Requested: _____
