

City of South Sioux City Youth Services Librarian

Job Title: F/T Youth Services Librarian

Department: Library

Reports To: Library Director

FLSA Status: Non Exempt

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Summary Plans and coordinates all aspects of the Youth Services Department. Assists in maintaining day to day library services. Supervises a part-time youth services associate.

Essential Duties and Responsibilities

Plans all library story hours, including selecting titles, activities, providing and preparing materials needed, recruiting and scheduling volunteers, coordinating promotion of programs and cleanup area after story hour.

Coordinates all aspects of the Summer Reading Program (SRP) including planning, scheduling, executing and completing the evaluation to the Nebraska Library Commission (NLC).

Coordinates the young adult program, including Teen Read Week and a minimum of quarterly teen programs.

Maintains the children's room bulletin board and the Teen Corner.

Maintains toys, furniture and computers in the children's room.

Selects materials to add and weeds children's and young adult collections as needed.

Visits schools and interacts with local librarians, teachers and principals.

Plans, arranges and prepares for visits from schools, Head Start and other children's groups.

Collaborates with community organizations to provide quality programming for youth.

Recommends and assists patrons with locating and using all library materials and information including, but not limited to, print and online resources; patron use of library specific software applications, MS Office applications, reference tools, internet use, emailing and database searching.

Answers the phone and provide assistance or direct call to appropriate personnel for assistance.

Assists in maintaining day to day library services, including the circulation of all library materials, shelving and shelf-reading assigned areas.

Assists with planning special projects, programs and promotions.

Assists patrons in using computers, printers, fax, copier, calculator, TV, VCR, DVD player, CD player, overhead projectors, small sound system and simulator.

Attends workshops and professional development seminars pertaining to library youth services.

Writes grants and develops programming to fulfill grant requirements.

Deals with the public in a tactful and courteous manner.

Other duties as assigned.

Education and/or Experience

High school graduate or GED equivalent. A Bachelor's degree is preferred. Must pass the Library Technology Test within 6 months of start date. Must be able to attain Public Library Certification from the Nebraska Library Commission within two years of start date and maintain for duration of employment. Prior supervisor experience a plus.

Knowledge of

Computers, computer networking, office applications.
Library procedures.
Child development.
Resources available to patrons.

Ability to

Keep and maintain accurate records.
Plan and schedule programs.
Work with a flexible schedule.

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. Physical demands include but are not limited to frequent lifting of objects up to 50 lbs., often combined with bending and twisting. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, or crouch. Specific vision abilities required by this job include adequate distance vision, color vision, night vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

Noisy at times from children utilizing the library services.

Other Requirements

Must be responsible, dependable, accurate, organized, neat, flexible, have initiative and work well with others.

Must reside within the South Sioux City School District within 6 months of hire for the duration of employment. May be extended by the City Administrator.

Must have a valid driver's license and maintain for the duration of employment.

Salary DOQ