

JOB TITLE: Librarian II, Information Services (Youth Focus)

DEPARTMENT: Public Services

LOCATION: Main Library

JOB SUMMARY: The Librarian II performs a variety of professional and public service duties for a diverse community, pertaining to the provision of reference and readers' advisory services, youth collection development, instruction in eMedia resources and other technology-related services, overseeing special department projects, serving on library-wide committees, assisting with programming and outreach, and serving as the staff member-in-charge of the department/facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assumes responsibility for collection development of youth print, media, and electronic materials, maintenance, and marketing in designated area(s) of the collection. Analyzes user needs, interests, hold lists, popular topics, and other measures to determine future directions of the collection and ensure representation of a variety of cultures, lifestyles, and viewpoints. Responsible for budget expenditures in designated area(s) according to established procedures.
2. Provides reference service mainly at the youth information desk to a variety of audiences by using reference interviews to assess specific needs and then providing relevant, timely information. Will also provide service at the adult information desk, based on staffing needs.
3. Provides assistance and guidance in using library resources and related technology to community members of all ages, including the online catalog/discovery platform, print, media and digital collections, electronic resources, etc.
4. Provides readers' advisory assistance to community members of all ages, with a particular focus on youth materials. This may include the development and maintenance of suggested reading lists in print and/or electronic format.
5. Assists library visitors with computers, printing, software, scanning, photocopies, faxes, wireless access, and any other technological services provided by the Library. Helps the public with day-to-day computer questions.
6. Provides instruction and support for patrons' use of eMedia resources including eBooks, eAudiobooks, digital collections, and subscription services. May be assigned one-on-one sessions with users.

7. Takes a leadership role in ensuring the completion of strategic plan and marketing initiatives for the department.
8. Contributes to the vitality of the Library's website, social media presence, and eNewsletters on a regular basis by providing diverse and engaging content for designated collection areas, services, resources, and programs.
9. May assist with in-house programs and outreach efforts for organizations and institutions in the community through opportunities including, but not limited to: presentations, book discussions, story times, instruction on resources, tours, and other activities.
10. Assists in online marketing and the creation of handouts, bibliographies, and specialized publicity materials to distribute to children, parents, grandparents, caregivers, teachers, seniors, community partners, and other market segments in the community.
11. May assist in creating engaging marketing and learning displays for the youth portal, display case, new book area, display units, and other areas within the library.
12. Serves as staff member-in-charge of the department/facility as needed. Must be knowledgeable about and able to make decisions dealing with library security, policy, emergency procedures, and conflict resolution.
13. Oversees and coordinates special department and library-wide projects, committees, and services. May chair library-wide or departmental committees and direct the work of committee members.
14. Exercises professional responsibility by maintaining membership in state and national library organizations, attending conferences and workshops, reading professional literature and keeping abreast of legislation, best practices, issues, trends, and research in the profession.
15. May perform basic circulation tasks when required for effective customer service. This is particularly relevant at the Westacres Branch.
16. Contributes to a positive, professional working environment and organizational unity by communicating with peers and supervisors throughout the library.
17. Maintains positive and proactive customer service behavior at all times.
18. Other duties as assigned.

DESIRED QUALIFICATIONS:

1. MLIS or equivalent from an ALA accredited library school.
2. Relevant public library experience required.
3. Experience working with children.
4. Knowledge of current and popular titles and authors in youth literature, and able to make recommendations and suggestions in various media.
5. Demonstrated competency with information technology including iOS and Windows computers, eMedia, electronic resources, online catalogs, the internet, social media, mobile devices, etc.
6. Demonstrated ability to use office productivity software such as Microsoft Office and Google Workspace. Knowledge of Adobe Creative Cloud is desired.
7. Ability to translate basic technical information, verbally and in writing, to a non-technical audience.
8. Ability to work effectively with the public in a tactful, courteous manner.
9. Excellent verbal, interpersonal and written communication skills.
10. Confidence in public speaking.
11. Ability to work with minimum supervision.
12. Strong organizational and time management skills.
13. Ability to promote and maintain effective relationships with other staff and to work in a team environment.
14. Regularly reads and monitors mainstream and professional print and electronic media.
15. Flexibility in availability for scheduling.
16. Positive service attitude.
17. Valid Michigan driver's license

PHYSICAL ACTIVITY REQUIREMENTS:

(Degree of physical demands (strengths) usually associated with the essential functions of the position)

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. Light Work usually requires walking and standing to a significant degree. The type of physical demands usually associated with the essential functions of this classification are: stooping, kneeling, crouching, reaching overhead and horizontally, handling, fingering, feeling, talking, hearing, and seeing.

REPORTING RELATIONSHIPS:

At Main Library:

This position reports to the Information Services Supervisor.

At the Westacres Branch:

This position reports to the Branch Manager.

There are no day-to-day supervisory responsibilities associated with this position; however, may provide direction to part-time librarians, substitute librarians, library aides, pre-professionals, para-professionals, circulation assistants, computer assistants, monitors, and volunteers as needed.