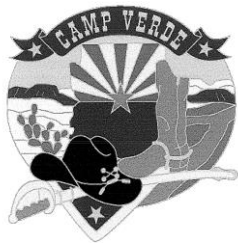


Job Description



YOUTH SERVICES LIBRARIAN

Department:	Library	Revised Date:	September 2013
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GENERAL PURPOSE: Under general supervision, develops and presents the Camp Verde Community Library Youth programs to meet the educational, informational and recreational needs of children, youth and young adults in the community.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, develops, coordinates, and promotes children's literacy programs, events and services to meet the educational, informational and recreational needs of children, youth and young adults in the community; organizes, supervises and implements youth library programs, including literacy, reading and play groups, story-telling sessions, crafts, and special activities and community events; conducts community outreach programs to promote the youth literacy and recreational programs and events; serves as library spokesperson for youth programs.
- Oversees collection development; reviews various sources and lists of library books and materials available, evaluates options, selects materials to meet the needs of the community, and purchases additions to the collection; reviews and evaluates current collection and recommends the removal of books and other resources that are no longer appropriate for the collection; develops program policies, goals and objectives; monitors expenditures and budget.
- Develops library programs and services to meet the needs of the community; speaks to community groups and schools, and develops marketing materials to promote the Town Library and programs; compiles data for statistical and analytical reports of program activities, services and events; supervises, trains and coordinates the work of volunteers and staff; maintains expertise in field of service through participation in applicable educational opportunities.
- Uses knowledge of Library collection and research tools to provide experienced customer service functions; performs professional library reference and research services using specialized bibliographic databases, Internet services and Inter-library loan resources; issues library cards and identity cards, and registers patrons for library programs; assists customers in using computers and retrieving information; searches files and indexes to assist customers with complex research.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

Supervises assigned staff and volunteers.

Job Description

MINIMUM QUALIFICATIONS:

Education and Experience:

Masters Degree in Library Science; AND three year's professional experience as a Librarian; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.

Required Knowledge of:

- Town policies and procedures.
- Policies, rules and regulations governing the conduct and safety of library programs and facilities.
- Principles and practices of public library administration.
- Methods and procedures for developing and maintaining library collections.
- Library operations, customer service procedures and research techniques.
- Library classification, cataloging, and acquisition protocols.
- Techniques and protocols for researching a wide variety of online bibliographic databases.
- Business and personal computers, and specialized software applications.
- Record keeping and records management practices.
- Customer service standards and protocols.

Required Skill in:

- Developing, coordinating and conducting youth library programs and activities.
- Assessing community needs and developing recommendations for library collection enhancements.
- Promoting community support for literacy and youth programs.
- Utilizing and maintaining automated library systems and computer equipment.
- Working with several disparate computer database systems.
- Recognizing and resolving conflicts in library data entry.
- Organizing workload to keep pace with flow of library materials.
- Prioritizing multiple tasks, projects and demands.
- Dealing tactfully and courteously with the public.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

- Work is performed in a standard library environment, with light physical demands.