



4431 W. Houghton Lake Drive, Houghton Lake, MI 48629
www.hpl.org * 989.366.9230

Job Description: Youth Services Librarian

JOB GOAL: To provide community families and youth with fun and engaging materials and programs that meets their wants and needs.

QUALIFICATIONS: Bachelor's degree relevant to the position. Library experience and information technology. Excellent communication and organizational skills. Ability to handle multiple projects. Ability to creatively plan and implement programming for youth (especially preschool). Ability to work effectively as part of a team as well as independently. Ability to establish and maintain effective working relationships with patrons, coworkers, and youth, especially preschool age. Strong customer service orientation. Visual acuity and physical skills necessary to retrieve materials from shelves, maintain library materials and operate equipment. Must be able to push/pull loaded book carts and lift/carry materials up to 40 lbs. Hearing ability to answer the telephone and patron inquiries.

PREFERRED QUALIFICATIONS: Degree in Library Science. Solid knowledge of children's and young adult literature. Knowledge of the philosophy and techniques of all facets of public library services and information technology. Technical, presentation and public speaking skills. Professional certification from the Library of Michigan.

DUTIES: Plan and implement developmentally appropriate youth programming within the goals of the library. Present a variety of programs that are in areas of interest to the Houghton Lake community and Oversee collection development and maintenance. Provide direct assistance regarding use of materials, equipment, and services and other duties as assigned within agreed-upon standards of accuracy and timeliness. Performs general library duties as assigned.

DETAILS: Supervisor, Library Director. Full-time, 40 hours per week, includes evening and weekends.

EXAMPLES OF WORK:

Collection Development - Proactively develops the children's/young adult collection by applying library principles, practices, and emerging trends of librarianship while recognizing the effects of societal developments and the implications for library service to children. Understands and applies criteria for evaluating the content and artistic merit of children's materials in all genres and formats. Reads reviews and professional materials to evaluate new materials. Weeds materials to constitute a diverse, current, and relevant children's collection. Displays seasonal and new materials. Responds to the needs of parents, care givers, and other adults who use the resources of the children's department. Creates bibliographies, book talks, displays, electronic documents, and other special tools to increase access to library resources and to promote their use.



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Management - Develops and justifies budget expenditures for children's programming, services, and facilities. Identifies outside sources of funding and writes effective grant applications. Maintains a clean, secure, attractive environment in the children's area.

Communication - Demonstrates interpersonal skills in meeting with children, parents, staff, board, schools, teachers, agencies, institutions, and community groups and maintains communication with those named to better serve children in the community. Speaks effectively when addressing individuals, as well as small and large groups. Communicates constructively with "problem patrons." Utilizes effective public relations techniques and media to publicize library activities. Effectively uses and teaches technology. Assists and instructs children in information gathering and research skills as appropriate. Assists in the preparation of reports, recommendations, and policy matters for board action.

Programming - Provides outreach programs commensurate with community needs and library goals and objectives. Establishes programs and services for parents, individuals and agencies providing child-care, and other professionals in the community who work with children.

Advocacy - Defines and communicates the needs of children so that administrators, other library staff, and members of the community understand the basis for children's services. Considers the opinions and requests of children in the development and evaluation of library services. Develops cooperative programs between the public library, schools, and other community agencies.

Professional Development - Keeps abreast of current trends and emerging technologies, issues, and research in librarianship, child development, education, and allied fields. Participates in professional organizations and educational opportunities to strengthen skills and knowledge.

The above statement is intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of job duties that may be performed by such a person. All library staff are expected to provide support for reference, circulation, opening & closing procedures, and maintenance of the facility. The Youth Services Librarian is an "At Will" employee.