

POSITION DESCRIPTION

Youth Services Librarian

Department:	Library
Grade Number:	15
Bargaining Unit:	Austin Employees Association
FLSA Status:	Non-Exempt
Reports To:	Library Director
Date:	Januray 2022

General Purpose

Under limited supervision, this position is responsible for planning, organizing and implementing all aspects of the library's youth service programs and performs related work as required.

Complexity

The overall complexity of this position is moderately high. While performing the normal duties of this job, processes, procedures, or software vary from one assignment to the next. Assignments are still related in function and objective.

Responsibility

Supervision

Limited supervision is provided while performing the normal duties of this job.

This position exhibits no formal supervisory responsibilities but may coordinate work with other individuals as a team member.

Impact

While performing the normal duties of this job, this position's work product or services affect the accuracy, reliability, or acceptability of further processes or services.

Job Duties or Essential Functions

The essential functions of the position include, but are not limited to, the following:

- Plans, publicizes, coordinates, and evaluates programs and services for youth.
- Coordinates library programs and activities with community partners, including schools, other libraries, and nonprofit organizations.
- Collaborates with other librarians to assist the Library Director in establishing departmental goals and priorities, developing policies for board consideration, and preparing the annual budget request.
- Works collaboratively as part of the collection development team, including selecting and weeding materials in assigned subject areas.
- Serves at the public information desk as the librarian in charge when required, providing general assistance to patrons.
- Maintains knowledge of the library's collection, services, programs and relevant community services.
- Provides coverage for other librarians as needed, including presenting programs or facilitating events.
- Provides information and reader's advisory services to patrons.
- Performs other duties as assigned.

Data Practices Responsibilities

This position may encounter not public data in the course of performing assigned duties. Access to such data must be strictly limited to what is necessary to complete the work. While accessing not public data, the employee must take reasonable measures to ensure it is not viewed or used by individuals without a work-related need. Once the work requiring access is complete, the employee must properly store and secure the not public data in accordance with applicable policies and procedures.

Minimum Qualifications

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below represent the education, experience, and training typically needed for this role.

Education

- Bachelor's degree in **Library and Information Science** or a related field.

Experience

- One (1) year of experience working at a library reference desk.

Trainings, Certificates and Licenses

- No minimum trainings, certifications, or licenses are required for this position.

Desired Qualifications

The qualifications listed below represent the education, experience, and training preferred for exceptional performance in this position.

Education

- Bachelor's degree in **Library and Information Science** or a related field.

Experience

- One (1) year of experience working at a library reference desk.

Trainings, Certificates and Licenses

- No minimum trainings, certifications, or licenses are required for this position.

Required Physical Abilities and Work Conditions

The physical demands and work environment characteristics described here are representative of those an employee must meet to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Hazards

While performing the duties of this job, this position may occasionally bend/stoop, kneel, crouch, squat, reach above shoulder level, walk, push/pull, lift and carry up to 25 lbs., and drive; and frequently sit, stand, finger/enter data/keystroke, feel, talk and hear.

While performing the duties of this job, this position will use close, far, depth perception and peripheral vision.

While performing the duties of this job, this position will use their right and left hand for fine handling or manipulation.

Surroundings

While performing the duties of this job, the employee will primarily work in indoor environments and will experience exposure to typical inside environmental conditions.

Disclaimer

The above statements are intended to describe the general nature and level of work performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, or qualifications required of employees in this role. The employer reserves the right to modify, add, or eliminate job duties and responsibilities, and to revise the job description at any time, with or without notice.