

YOUTH SERVICES LIBRARIAN

The South Charleston Public Library is seeking a creative and dynamic team member to head the Youth Services Department of our independent, municipal public library. Our active youth services program is recognized as one of the best in West Virginia and we are proud of our customer focus and innovative programming.

JOB SUMMARY

The Youth Services Librarian is responsible for the direction and management of library services for children and young adults. He or she works within general library policy to establish procedures and methods to promote library services for youth and to optimize its use by them. He or she shares in developing overall library goals and objectives.

DUTIES AND RESPONSIBILITIES

PRIMARY DUTIES:

The Youth Services Librarian is responsible for maintaining a well-balanced collection of materials, meeting the needs of the community's youth. He or she analyzes the existing collection on a continual basis with an eye to recommending purchases for its enhancement and weeding as appropriate. The Librarian is responsible for developing and maintaining a budget for juvenile materials and programs as well as some fund-raising for this department. He or she will supervise and train the youth services library assistants and oversee the training of work/study students and volunteers. The Librarian is also responsible for the preparation of related reports.

The Youth Services Librarian is responsible for the development and provision of services and activities for children and teens with the assistance of a small staff. This includes the creation and presentation of programs which promote the various aspects of the collection and draw young people into the library. The Librarian will conduct reader's advisory and patron guidance so that patrons can make optimal use of the collection. The Librarian is responsible for the creation and management of publicity and public relations for the youth services collections and programs using media such as, but not limited to, the library newsletter, website, fliers, and Facebook.

SECONDARY DUTIES:

The Youth Services Librarian is responsible for answering in-depth reference questions as needed as well as increasing the accessibility of the collection through the compiling of booklists and bibliographies. The Librarian will prepare

or supervise grants as necessary. Participation in professional organizations is required as time allows. The Librarian will conduct outreach activities. Other duties as assigned by the Library Director.

REQUIREMENTS:

Candidate must have earned an MLS from an ALA accredited school or be close to graduation. Candidate must have at least three years of experience in youth services with demonstrated supervisory and/or managerial experience. Experience in an automated library environment is highly desirable with preference towards experience in TLC. Applicant must have a demonstrated ability for successful planning, implementation, and coordination of innovative programs. As this position involves Outreach, a valid state driver's license is required.

This position requires knowledge of children's and young adult literature and collection development methods. Considerable knowledge with Basic Microsoft software, Internet, and other new information technologies including social networking media is essential. As is the ability to communicate courteously and effectively with the public on all age levels, abilities, and backgrounds using written and oral communications.

PHYSICAL REQUIREMENTS:

Duties may require intermittent light to moderate physical effort in carrying, lifting, or moving lightweight materials or equipment. Position requires walking or standing approximately half the time. The employee must occasionally lift and/or move up to 25 pounds.

HOURS PER WEEK:

37.5 hours per week, including evenings and some weekends.

SALARY AND BENEFITS:

Starting salary, dependent on experience, \$40,000 to \$45,000. Generous benefits package offered.

To apply for this position, send a resume and three professional references to:

Youth Services Librarian Search
South Charleston Public Library
312 4th Avenue
South Charleston, WV 25303

Or email the same materials to: reference@scpl.wvnet.edu