

**City of Stoughton  
Stoughton Public Library  
Position Description**

<b>Name:</b>	<b>Department:</b> Library
<b>Position Title:</b> Youth Services Librarian	<b>Pay Grade:</b> Librarian I <b>FLSA:</b> E
<b>Date:</b> July, 2012	<b>Reports To:</b> Library Director

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**Purpose of Position**

To manage and direct the activities of the Youth Services Department.

**Essential Duties and Responsibilities**

The following duties are normal for this position, but are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Manage Youth Services staff, assign responsibilities, maintain schedules and records.
- Supervise Youth Services area, provide assistance to library users in locating and using library materials and facilities, assist and train library users of all ages with use of technology, maintain work area and equipment.
- Assist Director with hiring Youth Services or other staff.
- Train and evaluate Youth Services staff and volunteers.
- Plan, organize and present programs for ages birth-18 and families.
- Select, purchase and review materials to maintain and develop the children and teen reference collections.
- Develop and implement public relations for Youth programs and services, including outreach within the community. Travel to local outreach locations using personal vehicle. Valid Wisconsin driver's license and insurance required.
- Monitor technology developments as they relate to library services.
- Coordinate displays for youth areas.
- Write grant applications for youth services.
- Assist the Library Director with Library procedures, budget development, administration, and personnel matters.
- Participate as a member of Library management team.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

- Master's degree in Library Science from a ALA accredited program
- One to three years of library experience with a background in youth services
- Experience presenting programs and managing programming budgets, including experience directing and speaking to large groups of children & families
- Experience selecting materials for Youth in a public library setting and managing collection development budget
- Computer skills including database searching, familiarity with Microsoft Office programs, familiarity with eReaders, and computer troubleshooting
- Previous supervisory experience required

## **Physical, Mental, and Supervisory Abilities Required to Perform Essential Job Functions**

### Physical Requirements

- Ability to operate and troubleshoot a variety of office and library equipment including personal computers, photocopier, telephone, fax machine, a variety of printers and other office machines, video and audio equipment, and microfilm reader
- Ability to work 40 hours per week in a flexible schedule
- Ability to lift and place boxes and other objects weighing up to 40 pounds onto carts
- Ability to stoop, kneel, crouch, climb, and balance in order to provide program activities and other essential functions

### Supervisory Abilities

- Ability to direct the work of the library staff, interns, and volunteers

### Mathematical Ability

- Ability to calculate percentages, fractions, decimals and ratios. Ability to create and interpret basic descriptive statistical reports

### Language Ability and Interpersonal Communication

- Ability to direct and speak comfortably to large groups
- Ability to comprehend and interpret a variety of documents including technical manuals, library catalogs and reference materials
- Ability to counsel, mediate and/or provide first line supervision. Ability to persuade, convince, and train others
- Ability to prepare a variety of documents including bibliographies, statistical reports, correspondence and public relations announcements using prescribed format conforming to standard rules of punctuation, grammar, diction, and style
- Ability to record and deliver information, explain procedures, and follow instructions
- Ability to use and interpret library science and automation terminology

- Ability to communicate effectively with Library Director, library users, volunteers, library and City staff, representatives of other libraries, the media, groups of people, and the general public verbally and in writing
- Ability to manage and work with others in a team-oriented environment

#### Judgment and Situational Reasoning Ability

- Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form
- Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives

#### Environmental Adaptability

- Ability to work effectively in a typical library environment
- Ability to work flexible hours, including evening and weekend hours

This position has a 12-month probationary period.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.