



City of Cloquet Job Description

POSITION: Youth Services Librarian
DEPARTMENT: Library
REPORTS TO: Library Director

SUMMARY

Plans and provides Youth Library Services with a focus on youth ages 10-18.

ESSENTIAL FUNCTIONS OF THE JOB

Plans, promotes, and presents at least 3 weekly, 3 monthly, 4 annual and multiple special programs for youth ages 10-18 and families.

Weekly:

- Teen Reads
- Tinker Kids
- Dungeons and Dragons

Monthly:

- Family Game Night
- Family Movie Night
- Teen Arcade

Annual:

- FanCon
- NASA Space Camp
- 5th Grade library tours/Teen Room Orientation
- Other Summer Camps

Promotes teen library services directly to young adults through school visits, library tours, etc., and through engaging parents, educators and other youth-serving community partners.

Acts as the library representative on the Community Education Advisory Board.

Attends workshops, training classes, conferences, and presents information to staff and patrons.

Maintains knowledge of library trends in youth services as well as popular culture and technology advances that interest youth.

Selects, orders, processes, catalogs, and maintains books, magazines, media hardware, board games, furniture, and computer software for the YA/teen area.

Responsible for maintaining the YA book collection, including purchasing, weeding, and assessing donations for additions to the collection.

Formally and informally instructs youth in basic information gathering, research skills and information literacy skills to develop life-long learning habits.

Assists community members in the library with finding and accessing print, electronic, and audiovisual materials.

Assists the public with reserving meeting rooms, including the collection of room reservation fees. Issues keys to the public to access rooms outside of library hours of operation.

Assist the public with A/V and technical issues, as related to meeting room spaces. Sets up A/V for public meetings, including speaker systems, microphones, computers, and video networking.

First point of contact for technology. Ensures that all computers are on, updated and working.

Performs weekly and monthly computer updates, maintains all hardware and software, including Horizon, Windows, Teen Room gaming software.

Registers patrons and issue library cards.

Reserves library materials for patrons, including requesting items from other libraries.

Responsible for opening and closing the building including checking doors and lights.

Responsible for booking meeting rooms, collecting fees, posting meetings on library calendar, opening and locking rooms.

Shelves library materials.

Assists and instructs patrons in the use of library computers and other library equipment, including the Libby app or other online technologies.

Maintains the physical space of the library, including but not limited to, tidying up as needed, and creating and managing displays as directed by the Library Director.

Ability to work flexible schedules including some evenings and weekends.

Performs other duties as assigned by the Library Director.

ADDITIONAL RESPONSIBILITIES

Collect and disseminate a variety of statistics related to library utilization

Record and verify daily cash receipts

Identify and resolve items that are missing or damaged

Process and repair library materials

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree in secondary education, social services, youth librarian, or other related field preferred. Previous experience in a customer service setting with two years related experience/training; or equivalent combination of education and experience. Demonstrated interpersonal skills. MLIS preferred.

LANGUAGE SKILLS

Ability to read and interpret documents. Ability to write routine reports and correspondence. Ability to communicate effectively with supervisor, patrons (both adults and children) or other employees of the library.

MATHEMATICAL SKILLS

Ability to make arithmetic computations using whole numbers, fractions, and decimals. Ability to calculate fines and fees and to count money and make change.

REASONING ABILITY

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

High level of knowledge and proficiency in use of computers including Microsoft Office (Word, Excel, Access, Publisher) or Adobe.

Should be capable of typing at 35 wpm with no errors and have filing skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.