

Librarian – Youth Services – La Crosse Public Library

Reports To: Youth Services Manager

Work Schedule: Full time, with evening and weekend rotations expected.

General Job Description

This is a professional exempt librarian position requiring a comprehensive understanding of principles and practices related to public library work, with chief emphasis on delivery of outstanding library service to youth and their caregivers. This position functions at a higher level of autonomy, professionalism and independent judgment than an entry level position. Professional development and community outreach are also key expectations. Within the general description there is opportunity for and expectation of specialization.

Primary Duties

- Select, order, weed and maintain library materials in assigned areas, in all formats, mindful of the department's selection policies and budget.
- Respond to reference, readers' advisory and research requests in a timely and efficient manner at all points of delivery and using a wide variety of tools including desk, roaming, e-mail, phone, Instant Messaging and additional methods of communication.
- Design, develop and execute programs – both inhouse and through outreach - for children and their parents or caregivers with appropriate content and at customer-friendly times.
- Provide front-line library service to all customers; maintain appropriate decorum and atmosphere in the department's public spaces.

Secondary Duties

- Assists youth services manager in all duties and projects related to the functions and responsibilities of the department. These niche duties are assigned according to changing departmental needs and individual staff strengths/talents.
- Attends regular continuing education seminars; attends and participates in LPL and WRLS related committees and meetings.

Qualifications

- Master of Library & Information Science from an ALA-accredited school, or the equivalent in experience.
- Skilled in providing assistance, recommendations and guidance in the use of library services and materials for children and their caregivers.
- Able to forge strong positive bonds with primary service clientele, with visible and evident energy and enthusiasm for serving that clientele.
- Strong knowledge of public library professional philosophies of service to children, collection development approaches, and youth literature and materials.
- Strong creative abilities and skills in planning and executing literature-based programs for youth of all ages.
- High degree of cultural literacy and knowledge of current events with demonstrated engagement in and awareness of activities both in the community and the larger world.
- Continuous demonstrated ability with Internet and other electronic information resources and technologies; skilled at evaluating and assessing new technologies for library applications;

comfortable with social media and adapting and implementing new technologies to enhance work on behalf of the team.

- Strong ability to self-direct with excellent collaborative, teamwork and problem-solving skills.
- Exceptional oral and written communications skills; fluent in English.
- Personable, with excellent professional image, superior planning, organizational and multi-tasking skills, and strong presentation/teaching skills.
- Valid driver's license.

Job Performance Standards

- Actively supports La Crosse Public Library's mission;
- Maintains patron confidentiality and library rights;
- Adheres to the American Library Association's *Library Bill of Rights*, *Code of Ethics*, *Freedom to Read* statement and *Freedom to View* statement;
- Conveys a courteous and professional attitude;
- Maintains contemporary knowledge of library practices;
- Fosters and maintains positive public relations for the library within the community.

Core Competencies

- **Continuous Learning:** Grasps the essence of new information; masters new technical and business knowledge; recognizes own strengths and weaknesses; pursues self-development; seeks feedback from others and opportunities to master new knowledge.
- **Flexibility:** Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Adjusts rapidly to new situations warranting attention and resolution.
- **Service Motivation:** Enables others to acquire the tools and support they need to perform well. Shows a commitment to public service. Influences others toward a spirit of service.
- **Team Building:** Consistently develops and sustains cooperative working relationships. Encourages and facilitates cooperation within the organization.
- **Customer Service:** Balances interests of a variety of clients. Readily readjusts priorities to respond to pressing and changing client demands. Anticipates and meets the need of clients. Is committed to continuous improvement of services.
- **Interpersonal Skills:** Considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful, compassionate and sensitive, and treats others with respect.
- **Oral Communications:** Listens effectively and clarifies information as needed. Facilitates an open exchange of ideas and fosters an atmosphere of open communications.
- **Written Communications:** Expresses facts and ideas in writing in a clear, convincing and organized manner.

Physical Demands

- Frequent walking, standing (upwards of 2 hours at a time) and sitting.
- Position involves lifting and carrying at least thirty (30) pounds and the ability to push at least one hundred (100) pounds on wheels.
- Extensive bending stooping, pulling, reaching handling and feeling.
- Manual dexterity; ability to operate computer keyboard and mouse.
- Good vision; correctable to 20/20 and in color.
- Clear speaking voice and good hearing.

General Requirements For All Library Employees

- Performs specific job duties to standards specified by the department manager and/or dictated by professional training.
- Adapts to change.
- Identifies the feelings and perspectives of others (empathy)
- Develops and maintains positive working relationships with co-workers.
- Persuades others logically (persuasion)
- Comprehends and follows library policies and procedures.
- Develops an awareness of and attends to library-wide operations and needs
- Exercises good judgment at all times. (ethics)
- Meets physical requirements of specific job title. (stamina)
- Assumes personal accountability for work (responsibility)
- Participates in staff and department team meetings.

EXEMPT FROM FAIR LABOR STANDARDS ACT

The library reserves the right to modify this and every job description in whole or in part at any time.