



Northampton Township Position Classification Plan

Job Title: Youth Services Librarian
Category: Non-Exempt

Department: Library
Supervisor: Library Director

Primary Duties:

The Youth Services Librarian plans and implements comprehensive library services for Children and Teens. They are responsible for the growth and relevance of youth services. This includes customer service, collection management of children and teen materials, outreach and programming, and assisting with the library's publicity of those programs and events. The Youth Services Librarian creates and maintains working relationships with community organizations and supports the mission and strategic plans of the Free Library of Northampton Township.

Position Requirements:

- Plan and conduct story programs for children ages birth through elementary years.
- Plan and conduct special programs including STEM classes, coding classes, creative arts, and book groups.
- Plan and conduct school visits and outreach events.
- Plan and organize Summer Reading Program activities including reading challenges, programs, hired performers, promotional materials, rewards, and displays.
- Promote youth services programs in various media including newspapers, newsletters, & flyers.
- Oversee duties of Youth Services Clerk.
- Oversee youth material collections including books, audio-visual and special collections. This includes both ordering materials and weeding materials.
- Attend monthly District meetings.
- Generate monthly and summer statistic reports.
- Provide reference librarian assistance.
- Train and supervise volunteers.
- Performs Reference Desk service on a regular basis.

Qualifications:

Education and Experience

- Master's Degree in Library/Information Science, required
- Experience working with children, required
- Experience working in a public library, preferred

Knowledge, Skills, and Abilities

- Basic proficiency in Microsoft Word, Excel, Outlook, and Office365.
- Strong familiarity with the operation and manipulation of mobile devices.
- Strong listening and verbal/written communication skills.
- Commitment to providing the strongest youth services.
- Ability to present creative and innovative ideas in youth services.
- Knowledge of children's literature, print and electronic reference materials/databases.
- Knowledge of adult literature, print and electronic reference materials/databases.
- Knowledge of theories of infant, child, and adolescent learning, literacy, and brain development and their implication for library service.
- Knowledge of principles and practices of public library administration.
- Knowledge of developments and trends in public libraries.
- Ability to understand children and their caregivers.
- Ability to exercise good judgment and tact in dealing with the public and in resolving problems.
- Ability to learn new concepts and ideas concerning the library.
- Ability to promote and establish effective work relationships with staff and the public.
- Knowledge of children's literature.
- Ability to read, write and speak English.

Working Conditions

The position is part-time Monday through Friday with evening and weekend hours.

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. Every attempt will be made, if needed, to provide reasonable accommodations to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to conduct the following while performing the duties of this job: sit, stand, talk, listen, walk, use hands to handle or feel objects, tools or controls, reach with hands or arms, lift, carry, push and pull up to 25 pounds. The employee is required to use office machines and must meet approved physical and medical standards set forth by the Township.

Selection Guidelines

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Employment with the Township is at-will, which means either party may terminate the employment relationship at any time. Formal application, rating of experience and education, oral interview(s), reference checks, background checks, and job related tests might be used to evaluate a candidate's qualifications for this position.