



WEST CHICAGO PUBLIC LIBRARY DISTRICT

JOB OPENING: Youth Services Librarian

JOB SUMMARY:

An energetic, creative, detail-oriented professional is sought to become part of our team in the Youth Services department at the West Chicago Public Library District. Fluency in Spanish is preferred.

The successful candidate will innovate and add to our dynamic youth programs by developing programs and activities focusing on the importance of reading, storytelling and the Library as a learning tool - including presenting preschool story times, summer reading programs, and school and community outreach programs.

The preferred candidate will communicate with school librarians and teachers to provide services for a collaborative process between local schools and the library; assist with collection development, suggest new and replacement materials; assist with the marketing of youth services activities.

The successful candidate supervises volunteers as well as the department in the absence of the Youth Services Manager. Responsibilities include assisting in the compiling of department statistics and in the preparation of related reports.

MINIMUM QUALIFICATIONS:

- Education:** Master's degree in Library Science with an emphasis in Youth Services from an American Library Association accredited Library school.
- Experience:** At least one-year related experience working with children.
- Skills:** Excellent communication skills, flexible work habits
Proficient in written and verbal Spanish preferred
Knowledge of children's literature
Ability to relate to children, their caregivers, and fellow staff is essential

SALARY RANGE:

Salary range is \$22.65 to \$35.35 per hour, based upon qualifications and experience. This position is full-time, 36 hours per week, including evenings and weekends.

FOR DETAILED JOB DESCRIPTION, SEE OUR WEB SITE:

www.wcpd.info

TO APPLY SUBMIT YOUR RESUME TO:

West Chicago Public Library District
Attn: Human Resources
118 W. Washington Street
West Chicago, IL 60185-2803
Email: hr@wcpd.info

DEADLINE FOR SUBMITTING RESUMES – Open until filled



WEST CHICAGO PUBLIC LIBRARY DISTRICT

TITLE: Youth Services Librarian

DEPARTMENT: Youth Services

REPORTS TO: Youth Services Manager

GRADE: 4 **FLSA STATUS:** Non-Exempt

EFFECTIVE DATE: _____ **APPROVAL:** _____

JOB SUMMARY:

This is a professional Library position. The Youth Services Librarian performs advanced and complex Library services in conjunction with selection, maintenance, reference, and circulation of library materials to meet the needs of the community.

All the duties listed below are essential job functions All job requirements listed indicate the minimum level knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties. Nothing in this description restricts the Library's right to change this job description at any time and/or to assign or reassign duties. Employees may be required to perform any other job-related duties as requested by their supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide reference services i.e. staff the reference desk and answer questions using a variety of print and electronic mediums, provide assistance with computer and electronic devices, perform reader's advisory, provide instruction for searching the online catalog, subscription databases, and the Internet, locating materials, and placing interlibrary loan requests
2. Perform collection maintenance including materials evaluation, selection, and weeding
3. Create and conduct programming or procure performers for youth programming both on and off-site and oversee its completion
4. Perform outreach and actively seek partnerships with organizations, agencies, and businesses within the community
5. Read children's books to maintain a working knowledge of popular authors and genres
6. Seek and write grants
7. Seek and participate in professional development and continuing education opportunities
8. Attend consortium and system meetings and events
9. Create informational, promotional and marketing materials or displays for external and internal use
10. Participate in the library's youth services social media presence

11. Work with the Youth Services Manager and the IT Librarian to help maintain the youth portion of the Library's web site, which may include creating, posting, or deleting information
12. Produce, maintain, and evaluate statistics as required or requested
13. May Serve as Person-in-Charge (PIC) of department in absence of the manager or the Library in the absence of the managers
14. Enforce Library policies and procedures
15. Perform other responsibilities and duties as required or assigned

PHYSICAL REQUIREMENTS:

- Physical ability to work with young children
- Requires sitting, standing, stooping, bending, and the ability to lift/move books up to 40 pounds and full library carts
- Must be able to communicate effectively, both verbally and in writing and exchange accurate information with staff and library patrons
- Requires ability to effectively and efficiently operate basic office and programming equipment (computer, printer, copier, telephone, fax machine, paper cutter, laminating machine, die cut machine, smart TVs, media projectors, video game systems, SMART Board, etc.)

MINIMUM QUALIFICATIONS REQUIRED:

Education: Master's degree in Library Science from an American Library Association accredited Library school

Experience: One year related experience working with children

Skills:

- Demonstrated interpersonal and communication skills and professionalism to create positive interaction with patrons (especially youth), staff, and others
- Knowledge of office productivity software (MS Office or similar), basic Internet applications, e-reading devices, and mobile apps
- Ability and willingness to learn new and emerging technologies as requested or needed
- Must be dependable, accurate, and responsible
- Ability to prioritize work, remain focused, and pay close attention to detail

JOB SETTING/ENVIRONMENTAL/SOCIAL CONDITIONS:

- Indoor and outdoor conditions apply
- Must be able to work independently as well as with a team
- Must be flexible, and patient
- Working evenings and weekends is expected