

Fond du Lac Public Library
Job Description: Librarian
Service Area: Youth Services, emphasis on Teen Services

Under the general supervision of the Youth Services Coordinator, this position is responsible for creating an engaging environment in the library and in the community. This position will participate in long-range planning for youth service areas and will offer materials, experiences and displays that serve the diverse cultural, social and intellectual needs of the Fond du Lac community.

The essential duties listed below are not meant to be all-inclusive; other tasks may be assigned. All library employees are expected to work a flexible schedule, including nights and weekends.

Essential Tasks for Youth Services Librarians

1. Develop successful and well-attended programming for children, teens and families making use of library staff and community experts. Programs include but are not limited to Storytimes, annual reading programs, STEAM programs and outreach events.
2. Create library display spaces for relevant and engaging collection promotion.
3. Answer reference questions, assist customers with technology and provide readers' advisory guidance.
4. Select, display and withdraw materials as assigned.
5. Develop pathfinders, bibliographies, instructional materials, articles, etc., to promote library collections and services with an emphasis on early literacy development, teacher-focused topics and information of interest to current teens.
6. Monitors the conditions of the children's service area and the security of the children's collection and area.
7. Coordinates activities with library staff and community members to create a youth-friendly environment throughout the library and community.
8. Establish and maintain community partnerships on behalf of the library.
9. Lead and participate in project teams and committees (e.g. Head Start Partner Program, SPROUT Committee, Fondue Fest Committee, website redesign, etc.).

General Provisions of All Librarians

1. Provide exemplary customer service with courtesy, respect and patience.
2. Maintain a high level of professionalism at all times. Exercise sound judgment daily and during times of stress or emergencies.
3. Communicate clearly in writing and speaking.
4. Work cooperatively and effectively with others.
5. Adapt easily to change and remain flexible under changing circumstances.
6. Establish working relationships and act as a liaison with vendors, community groups and professional organizations.
7. Assist in long-range planning and service development of the library.
8. Monitor library service, workflow, environment and community to suggest improvements and innovations.
9. Participate in a variety of operational or support duties in specific departments, such as preparing statistical reports or assisting in the preparation of the annual budget.
10. Actively participate in professional development through continuing education activities. Stay abreast of new technology as well as trends and innovations in librarianship.

11. Act as Librarian in Charge as appropriate. Address disruptive patrons as needed.

Minimum Qualifications and Requirements of the Position

A. Knowledge and Skills

1. Knowledge of standard reference services and practices.
2. Ability to evaluate information quickly and accurately while paying close attention to detail.
3. Must be highly computer literate with mastery of internet searching skills, Microsoft Office and Google Drive products. Must be conversant in technology trends.
4. Ability to teach basic computer skills, navigation and use to people of all abilities.
5. Knowledge of common collection development reviewing sources and weeding guidelines.
6. Ability to maintain professionalism, respect and patience.
7. Ability to consider community needs and apply creative solutions to meet those needs.
8. Ability to communicate effectively, orally and in writing
9. Ability to work well as part of a team and establish mutually supportive working relationships.
10. Maintain a positive and achievement-oriented attitude.
11. Knowledge of basic office and library equipment (including, but not limited to, microfilm readers, e-readers, emerging technology, etc.)

B. Education, Licenses, and Certifications

1. American Library Association (ALA) accredited Master's Degree
2. Valid driver's license

C. Physical Requirements

1. Sitting, standing, walking, stooping and reaching.
2. Ability to communicate orally and to use a telephone.
3. Far vision at 20 feet or further and near vision at 20 inches or less.
4. Handling: picking up, shelving materials
5. Fine motor skills: keyboarding, writing, filing, sorting, stapling and cutting, body action rhymes and songs.
6. Ability to lift and carry 30 pounds or less
7. Ability to push and pull wheeled carts of up to 100 pounds.

Equipment Used

1. Computers, printers, peripherals
2. Photocopier and scanner
3. Multi-line telephone
4. Paper cutter, laminator
5. Stepstool
6. Book carts and book bins
7. AV equipment
8. Makerspace (Idea Studio) equipment as needed

Environmental and Working Conditions

Work is in the library with occasional outside programming in schools, daycare and community centers.