

**McHenry Public Library
Job Description**

Job Title: Librarian I – Youth Services Department

Reports To: YS Department Manager

Date Created: October 15, 2018

Status: Full-time, Non-exempt

Date Revised:

Summary:

Under the supervision of the Youth Services Manager, contributes to the planning and implementation of library programs, collections, and services to youth and teens. Primarily serves ages birth through age 18 and their caregivers. Staff at this level and above assist Youth Department Manager in defining standards and best practices for services, programs and collections.

Essential Duties and Responsibilities include the following:

- Effectively and efficiently administer all aspects of the Circulation Department
- Exhibit and model excellent customer service
- Communicate and cooperate with all library staff
- Prepares and maintains necessary reports on circulation statistics, collection of overdues, deleted patrons, renewals, issue library cards, fines, etc.
- Prepare and monitor the budget for the department
- Prepare and maintain staffing schedule ensuring proper customer service
- Approve all circulation department time sheets for payroll
- Participate in recruitment process for circulation department staff
- Mentor and lead circulation department employees
- Provide reviews and training as required
- Perform and train on daily functions
- Conduct monthly department meetings
- Assist in the trouble shooting of equipment and programs in the circulation department
- Serve as circulation liaison for our ILS/consortium in Circulation and ILL
- Other duties may be assigned

Other responsibilities in a school liaison (K-8) role include:

- Ability to speak in front of large groups and deliver presentations to students of all grades and/or teachers and school professionals
- Promotes the library's Teacher Services program to local schools by conducting outreach visits and distributing promotional materials, organizing and attending events to become familiar with the school teachers and professionals
- Regularly visits local schools to present book talks, story times, tours, and library instruction to students. Pulls materials for the teacher checkout service. Also, participates in after-school family events, teacher meetings, and other school functions

- Designs, coordinates and implements programs of bibliographic instruction and library skills orientation including library tours, class visits and analyze the success of the programs in order to replicate
- Keeps current with educational trends including national, state and local curriculum standards, common core and local school assignments
- Ability to apply curriculum standards to library outreach efforts to students via book talks, story times, tours, library instruction, and the teacher checkout service
- Provides direction to the Youth Services Bilingual Associate Librarian in providing Spanish language school services and other staff who may assist in school outreach.

Supervisory Responsibilities:

None

Staff Values Translate into Service Excellence:

Our library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish. We want to create a culture of positivity using 5 principles: Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust; and Excellence in stewardship of public funds (efficiency, economy).

Key Beliefs

- It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
- Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
- Display a positive, friendly, open and communicative attitude to all staff and patrons.
- Follow the Golden Rule. Always 'treat staff and patrons as you would wish to be treated' – with integrity, respect and courtesy.
- Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).
- Be solution oriented – don't use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service proportional to individual circumstances.
- Use cooperation and teamwork, both inter and intra-departmentally, when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other's time.
- Be responsible and proactive for your own training, understanding your job and understanding your place in the library.

Qualifications:

- MLS (MLIS) degree or a combination of previous library experience and coursework
- Excellent written and verbal communication skills

- Strong technology skills including: Microsoft Windows and Office applications, Google Suite applications, Internet, eReaders/tablets and the ability to adapt to changing technology
- Knowledge and appreciation of popular materials for youth and teens
- Understanding of the recreational and educational needs of today's youth and teens
- Ability to complete detailed work accurately, efficiently, and on time with minimal supervision
- Familiar with automated library services, ILS and use of social technology in general
- Familiarity with a broad range of professional library services and library trends
- Ability to plan, organize, and prioritize work assignments
- Ability to work independently or as a team
- Bilingual Spanish, a plus

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

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee is frequently required to sit, stand walk and reach with hands and arms. The employee will occasionally lift, push, or move up to 20 pounds.

Work Environment:

The noise level in the work environment is usually moderate.