

## LaGrange County Public Library

### **JOB ANNOUNCEMENT: YOUTH SERVICES LIBRARIAN**

The LaGrange County Public Library is seeking a Youth Services Librarian. The Youth Services Librarian performs a variety of professional duties, technical duties, and public services related to the daily operation of the Library's Youth Services Department. This is a full-time position and job duties may be performed at any of the Library's three locations in LaGrange, Topeka, and Shipshewana.

#### **ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:**

- Provides children's and teen's reference service to patrons in person, on the phone, and via email.
- Provides children's and teen's reader's advisory.
- Assists in the development and management of the children's and young adult's collection.
- Plans, organizes, publicizes, and conducts/coordinates children's and young adult programs.
- Trains part-time employees on computer system operation and library policies and procedures.
- Participates in staff meetings to discuss and resolve problems, discuss ideas for improvement, and keep updated on library plans and activities.
- Maintains library public area in clean and orderly fashion by maintaining displays, cleaning computer terminals, and engages in other general cleaning and/or organizing tasks.
- Provides service at the circulation desk, prepares library for opening, checks materials in and out using computer terminal, greets and directs patrons to various locations or locates materials, answers the phone, and uses computer terminal to provide information to the public.
- Promotes interest in library as a community resource by visiting schools and other organizations.
- Performs other related duties as required.

#### **REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:**

Ability to communicate effectively, patiently, and courteously with patrons and coworkers; to multi-task, learn, and take directions; to operate a computer system, keyboard, and basic software applications; to operate basic business equipment such as a copier, printer, and telephone; to speak and read English and alphabetize accurately; to stand and sit for extended periods of time; to stoop, bend, and push a loaded book cart weighing up to fifty pounds; to work a schedule that includes weekday, evening, and weekend hours; and, to apply principles of library science to solve practical problems in situations where only limited standardization exists.

#### **REQUIRED EDUCATION, EXPERIENCE, & TRAINING:**

(1) Must possess a bachelor's degree; (2) Must have some customer service experience; (3) Must have some experience working with children in an educational setting; and, (4) A Masters Degree in Library and Information Science and some experience working in a public library is preferred.

#### **TO APPLY:**

If you are interested in this opportunity, please obtain a blank application at the LaGrange County Public Library Circulation Desk and submit the completed application to the Desk Clerk. Applications may also be obtained online at <http://www.lagrange.lib.in.us/> Applications received by 5:00 pm on Friday, November 19, 2021, will be given first priority. The LaGrange County Public Library would like to thank all applicants, however only those who qualify for an interview will be contacted. The LaGrange County Public Library is an equal opportunity employer.