

**CITY OF WEATHERFORD, TEXAS
JOB DESCRIPTION**

Position Title: LIBRARIAN I (YOUTH)
Division/Department: LIBRARY
Immediate Supervisor: DIRECTOR OF LIBRARY SERVICES
FLSA: NON-EXEMPT
Work Site: MUNICIPAL BUILDING
Schedule: SCHEDULED 40 HOURS PER WEEK INCLUDING EVENINGS AND/OR WEEKENDS. HOURS AND DAYS OF THE WEEK MAY VARY AND ROTATE ON A MONTHLY BASIS.
Positions Supervised: VOLUNTEERS

Job Summary:

Under direction of the Director of Library Services, employee performs professional library work involving planning, administering, and coordinating services for children up to 18 years of age. All responsibilities will be performed in an accurate, timely, professional, and courteous manner.

Typical Duties and Responsibilities:

- A. Implements and interprets policies and procedures.
- B. Assists Director of Library Services in long-range planning for youth services. Monitors budget expenditures.
- C. Plans, organizes, directs, and presents various types of events, including weekly storytimes, for youth and/or teens; arranges for guest speakers, potential performers, etc.; prepares publicity, including social media postings, for events.
- D. Plans, prepares, and presents Summer Reading Challenge for youth and teens including rules, news releases, flyers, and other information necessary to inform the general public of programs; solicits sponsorships from various businesses.
- E. Provides outreach services to schools, preschools, and other community organizations.
- F. Participates in library collection development for all age groups.
- G. Participates in the public reference desk rotation, providing assistance to library users in locating materials in face-to-face situations, by telephone, and via electronic means, using library computer system and other methods.

- H. Evaluates donated materials for addition to the collection, transfer to the book sale, or recycling/discard.
- I. Compiles and maintains monthly, quarterly, and annual statistical reports to be submitted to supervisor.
- J. Attends and participates in professional meetings, conferences, and seminars, and actively participates in professional committees.
- K. Drives personal vehicle to make deliveries to and/or pick-ups from various locations, including material donations, supplies, and equipment. Submits monthly travel reimbursement forms.
- L. Enforces and monitors library rules and regulations as stipulated in the library's Code of Conduct. This could include contacting proper authorities in cases of excessive misbehavior.
- M. Performs other related duties as required or assigned.

Knowledge, Skills, and Abilities:

- A. Advanced knowledge of modern library practices and procedures including cataloging, filing systems, reference materials, publishers, authors, publishing trends, etc.
- B. Considerable knowledge of computerized cataloging procedures.
- C. Considerable knowledge of child development.
- D. Advanced knowledge of youth and teen literature and current trends and practices in youth/teen services in a public library setting.
- E. Knowledge of adult literature and current trends and practices in adult services in a public library setting.
- F. Considerable knowledge of program planning and presentation skills.
- G. Ability to read and understand reference books, book reviews, and complicated procedures and manuals; ability to read book titles and titles of other materials; ability to read computer screen.
- H. Advanced knowledge and skill in the operation of word processing software including Microsoft Office, online bibliographical indexes and other computerized databases, personal computers and peripheral office equipment such as printers, barcode scanners, copiers, calculators, and other office equipment.
- I. Ability to write and maintain records, reports, and articles.

- J. Ability to communicate orally both in person and by telephone.
- K. Ability and skill to supervise and direct personnel.
- L. Skill in establishing and maintaining interpersonal relationship with co-workers and visitors to the library.
- M. Ability to create, design, and prepare social media posts, handouts, fliers, and newspaper articles.
- N. Spanish-speaking fluency is preferred.

Physical Requirements:

- A. Ability to walk and stand for extended periods of time while presenting programs, tours of Library facility, and assisting patrons.
- B. Ability to bend, climb, stoop, squat, kneel, twist, and crouch when replacing or retrieving library materials from shelves or cabinets.
- C. Ability to push, pull, carry, and lift items such as books when replacing or receiving materials from shelves or cabinets weighing up to 30 lbs., place or retrieve files from filing cabinets.
- D. Ability to reach to perform activities at desk; ability to reach overhead in order to obtain supplies, books, videos, and other materials from shelves and cabinets.
- E. Fine dexterity with fingers and hands required to handle items and to operate computer/typewriter/calculator.
- F. Ability to speak clearly by telephone and in face-to-face situations, and to make presentations.

Environmental Conditions:

- A. Work is primarily performed indoors in an office setting. Some events may take place outdoors. There are no major environmental or safety hazards.
- B. Work may be subject to time pressures, working closely with other as a part of a team, frequent changes to tasks, working alone 50% or more of the time, dealing with irate people, noisy/distracting environment, and performing multiple tasks simultaneously.
- C. Work may be tedious and exacting.

- D. Work will include driving personal vehicle under various weather/traffic/road conditions.

Education, Certification, and Experience Requirements:

- A. Above knowledge and skill may be gained by one year of professional experience in a public library OR one year of experience providing educational services to children under 18 years of age OR by any combination of training and experience leading to the described level of knowledge and skill.
- B. Must have Master's Degree in Library Science or equivalent degree from a school accredited by the American Library Association.
- C. Must have a valid Class C Texas Driver's License and driving record must meet or surpass guidelines as set forth by the City.

Note: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified.