



Job Title: **Youth Services Librarian**  
Department: Youth Services  
Reports to: Youth Services Department Head  
Supervises: N/A  
FLSA Status: Non- Exempt  
Pay Grade: 4  
Job Classification: Librarian I  
Certification Required: Indiana Public Librarian Certification Level 6

**OVERVIEW:**

At the Hussey-Mayfield Memorial Public Library, we have a long history of service. We are a link to information as well as a vehicle for continued learning. With resources on our shelves and online, we strive to connect our community to the new ideas and information they seek. We develop services and resources to inspire curiosity, advance education, and cultivate a love of reading.

We are an Equal Opportunity Employer.

**JOB SUMMARY:**

The Youth Services Librarian assists in the delivery of the various services offered to children as well as their parents and caregivers, including but not limited to, reference services, readers' advisory, programming, reading programs, and community outreach.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Provides coverage of the public reference desk.
- Offers outstanding customer service to patrons in selecting and locating appropriate materials and information.
- Plans and delivers a variety of programs for children and families.
- Collaborates with Youth Services' coworkers on projects and programs.
- Demonstrates an interest in and ability to use and troubleshoot technology of various kinds while helping patrons and collaborating with coworkers.
- Attends/participates in department, all-staff, and committee meetings.
- Assists with various tasks that contribute to the successful operation of the Department.
- Creates seasonal or timely book displays.
- Supports outreach initiatives into the wider community.

**NON - ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Participates in professional conferences, workshops, and trainings. Reads professional journals.

- Attends webinars, trainings and other professional seminars for professional / staff development and maintenance of certification. Tracks and maintains record of credits earned.

***The intent of this job description is to provide a representative summary of the major duties and responsibilities of the position. There may be other duties as assigned.***

**EDUCATION, WORK REQUIREMENTS & PREFERENCES:**

- Required: Bachelor's degree with a major in a field of study that complements the Department's needs.
- Required: Minimal Indiana Public Librarian Certification Level 6 or above or the ability to attain one within 18 months of beginning the position.
- Required: Proficient in Microsoft Office suite (Word, Excel, Powerpoint, Publisher) and electronic databases, printers, copiers, telephones, projectors and tablet devices.
- Required: Must be available to work days, evening and weekends as scheduled.
- Required: A valid driver's license, and motor vehicle record in good standing.
- Preferred: Previous experience working with children.

**PHYSICAL DEMANDS:**

- **Rarely:** driving, climbing, crawling, lifting items 15- 20 pounds, sitting for extended periods.
- **Frequently:** reading, writing, eye-hand coordination, hearing, seeing, talking, standing, sitting, walking, squatting, bending, pushing, and pulling.

***The job candidate must be able to perform each essential function satisfactorily, either with or without a reasonable accommodation.***