

YOUTH SERVICES LIBRARIAN (COLLECTION DEVELOPMENT)

(Range 119)

DEFINITION

Under the supervision of the Young People's Collection Development Librarian, selects library materials for children and teens through age 18 and assists in the district-wide development of youth services collections to meet community needs.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Young People's Collection Development Librarian.

ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:

Essential Functions:

1. Under supervision, evaluates and selects materials in all formats for teen and young people's collections.
2. Creates subject-specific order lists and manages branch-created request lists.
3. Ensures desired materials are added to the collection as expeditiously as possible working closely with the Young People's Collection Development Librarian
4. Provides collection development guidance for Youth Services staff.
5. Assists Youth Services professional staff in developing the knowledge and skills needed in their collection development work, including instruction in using vendor websites.
6. Interprets and explains Library District materials policies and procedures where appropriate.
7. Under supervision, develops strong working relationships with District staff, community members and with those in the book industry.
8. Keeps abreast of new formats, trends and other issues that impact collection development District-wide.
10. Utilizes personal computers, automated library systems, the Internet, e-mail, and on-line tools and resources.
12. Operates office equipment including, but not limited to: copy machine, telephone, and fax machine.

Marginal Functions:

1. Attends and participates in professional association meetings and seminars, with emphasis on those relating to youth services.
2. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Collection development principles, practices, and techniques, especially those relating to children's and teen resources.
2. Current library technologies and selection criteria for young people's materials.
3. Child development.
4. Professional public library principles, practices, and techniques.
5. The Library of Congress Classification System.
6. Research techniques and search strategies utilizing a variety of resources, both print and electronic.
7. Sources and availability of current information.
8. Library District policies and procedures.
9. Correct English usage, spelling, punctuation, and grammar.
10. Integrated library system records and functionality.

Ability to:

1. Exercise good judgment and make sound decisions.
2. Maintain effective working relationships with those contacted in the course of work.
3. Plan, organize, and prioritize projects and work assignments for efficient results.
4. Interpret and explain Library District policies and procedures.
5. Work quickly and accurately.
6. Work under pressure and meet deadlines.
7. Work both independently and as part of a team.
8. Accept and manage change and maintain flexibility.
9. Exercise initiative, independent judgment, and discretion.
10. Perform multiple tasks concurrently.
11. Prepare clear and concise reports.
12. Understand and follow oral and written instructions.
13. Communicate clearly and concisely, both orally and in writing.

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14. Maintain the mental capacity for making sound decisions and demonstrating intellectual capabilities.
15. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - standing, walking, or sitting for extended periods of time;
 - bending, reaching, stooping, and pushing;
 - lifting and carrying;
 - operating assigned equipment.
16. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.

Skilled in:

1. Use of automated library information systems equipment.
2. Use of personal computers and associated software.
3. Use of library and basic office equipment.

QUALIFICATIONS

Training and Experience:

Master's Degree in Library Science from a college OR university accredited by the American Library Association required; minimum of one (1) year of experience as a professional librarian required, including knowledge of materials for young people and teens in a variety of formats and collection development philosophy, as well as the ability to develop and maintain positive relationships with library customers, patrons, District-wide staff and management. PLEASE NOTE: Meeting these posted qualifications does not necessarily guarantee an interview.

Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking, frequent light lifting (5 - 10 pounds), occasional moderate lifting (11 - 20 pounds); frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard and sitting, or standing for extended periods of time.

Tasks require sound perception, visual perception, and oral communications ability.

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Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

FLSA: EXEMPT

CBA: SUPERVISOR II

DEVELOPED: AUGUST 10, 1998

**REVISED: SEPTEMBER 1, 1998
MAY 5, 2003
SEPTEMBER 26, 2017**