



City of Lewiston

Job Description

Job Title:	Librarian, Children's and Youth	Position Control:	Click here to enter text.
Department:	Library	Job Class:	Click here to enter text.
Classification:	Non-Exempt	Position Type:	Full Time
Pay Grade:	Click here to enter text.	Reports To:	Library Director
Supervises:	Click here to enter text.		

Summary Statement:

Under the direction of the Library Director, Librarians are responsible for providing professional library services in all areas of public and technical services. The Youth Services Librarian performs a range of professional library services for library patrons from birth through grade 12 and their caregivers. Duties may include Collection Development, Programming, Reader's Advice, Reference, Outreach, Technology and Instruction to library patrons and staff. May act in a lead capacity as Library person-in-charge in the absence of a Supervising Librarian. The Lewiston City Library's current areas of focus are Early Learning and Hands-on Learning. Librarians' promote a customer centered philosophy and work as a positive team member to meet the needs of the library, organization and to efficiently serve the library constituents of the City of Lewiston. Provide insight on library trends and user needs to ensure library services feature, function, and meet library patron and staff requirements.

Essential Job Functions:

Plans and executes the program of library service to children. Selects material for, and maintains children's collection. Recommends appropriate classification of juvenile materials. Develops and carries out comprehensive children's programs and reading clubs from toddler age through middle school. Administers and implements applicable grants. Provides reference service to youth (and adults in the absence of the Adult Services Librarian). Provides training on the use of the on-line catalog. Prepares publicity announcements and displays. Conducts library orientation tours and programs for community groups & agencies. Represents the library at appropriate regional and state boards. Promotes the use of the library through displays, talks and community events, which may involve work in the library or in the community; Directs and evaluates staff as needed with clear expectations; provides expertise to technical service support staff; Develops program and service marketing materials including brochures and flyers; Helps define goals as part of the Administrative Team. Other duties as assigned. Keeps informed of children's issues and developments in the profession through study, reading professional literature, and by attending professional conferences.

Minimum Qualifications: (Education, Experience, Licenses, Certificates, Knowledge, Abilities, Etc.)

Any combination equivalent to: A Masters in Library Science from an ALA-accredited program required.
 One year of library experience, or any combination of experience and training which provides the equivalent scope of knowledge, skills and abilities necessary to perform the work.
 Working knowledge of children's literature and child development is highly desirable.
 Valid driver's license.



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Knowledge and Abilities:

Knowledge of: The Lewiston City Library and City of Lewiston's vision and mission statements; Knowledge of theories and practices including Intellectual Freedom and the Library Bill of Rights; Principles, methods, and techniques of brick and mortar and virtual library experiences; Devices such as workstations, printers, tablets, and cameras; Principles and practices of supervision, library management, and project planning; Word processing, spreadsheet, and database software and applications; Applicable laws, codes, regulations, policies and procedures; Interpersonal skills using tact, patience and courtesy; Correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to: Relate to children, teens, and families. Present information clearly in both small and large group situations; Motivate both staff and volunteers to do their best; Create alliances with government agencies and community groups to benefit Lewiston residents; Prioritize duties when faced with fluctuating workloads and complete tasks in a timely manner; Exhibits a strong commitment to public services, collaborative working style and the ability to adapt to changing library environments; Attends workshops & seminars as needed. Must be able to work nights and weekends.

Working Conditions:

Work setting is formal, team oriented having both routine and variable tasks. Work pace and pressure is variable, but frequently fast-paced and high pressure. Primary functions require the following: ability to work in an office and operate office equipment; ability to stand for extended periods of time; ability to hear and understand speech at normal levels; ability to bend and twist, sit, stoop, kneel, push, pull, and crawl; ability to lift 35-40 lbs, ability to carry 30 lbs, ability to reach in all directions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Reviewed By:	Click here to enter text.	Date:	Click here to enter a date.
Approved By:	Click here to enter text.	Date:	Click here to enter a date.
Last Updated By:	Click here to enter text.	Date:	Click here to enter a date.