

**“To Inform, Enrich & Empower”**  
**Jasper County Public Library**  
**Job Description**

**Title:** Youth Services Specialist

**Classification:** Library Specialist III

**Branch/Department:** DeMotte Library

**FLSA:** Non-Exempt

**Reports to:** Branch Manager

**General Summary:**

Directly contributes to the accomplishment of the Library’s mission through inspirational, proactive leadership of the Youth Services Department. Applies collection development skills to develop appealing, diverse & current Juvenile/Young Adult collections. Applies knowledge of the community *and* awareness of programming resources to develop fun, interesting & educational programs for juveniles and young adults. Assumes the duties and responsibilities of the branch manager in his/her absence.

**Primary Responsibilities and Duties:**

**Essential Functions:**

- Assumes the duties and responsibilities of the branch manager in his/her absence.
- Using both print and online resources, provide Reference and Reader’s Advisory Services in support of total library needs of children and young adults and in support of adults using the children’s or young adult collections. Also provide Reference and Reader’s Advisory Services in support of the adult collection as well
- Provides bibliographic instruction for both print and online resources
- Oversees the development of juvenile and young adult collections (selection, maintenance and weeding)
- Oversees the development of juvenile and young adult programming (planning and implementation)
- Oversees the development of promotional materials/displays for the Youth Services Department
- Coordinates activities of Youth Services Assistants and other staff in support of youth services (in consultation with Branch Manager)
- Acts as an outreach liaison between local schools and other agencies
- Responsible for the hiring, training, supervision and evaluation of Pages.
- Serves on the management team to further system goals
- Assist patrons in computer use
- Development of bibliographies for children and young adult collections
- Develop and maintain a yearly program schedule for all children’s and YA programs
- Develop and maintain programs with community partners (market in the park, preschool visits, school visits, etc)
- Serves on special committees
- Must adhere to library Internal Control Standards

**Other Duties:**

- Circulation duties as needed
- Post on social media
- Daily income reports and deposits
- Special tasks as assigned by supervisor
- Tally statistics for monthly reports (program reports)

**Knowledge, Skills and Abilities Required:****Minimum Education and Experience:**

- Bachelor's Degree from an accredited college or university and Indiana Library Certification; responsible for Youth Services

**Minimum Experience:**

- Two years of experience working with children
- One year supervisory experience preferred

**Certification, Licensure, Registration:**

- Indiana Librarian Certificate 4 (LC4) within two years

**Contact with Others:**

- Must demonstrate ability to supervise others
- Must demonstrate ability to perform tasks while remaining attentive to patron needs
- Must demonstrate approachability
- Must demonstrate an ability to work well with youth of all ages, teachers, parents, and co-workers
- Must demonstrate ability to provide instruction for both print and online resources
- Must demonstrate ability to provide group presentations
- Must demonstrate sensitivity in responding to questions of an emotional or personal nature
- Must demonstrate non-judgmental attitude toward reference questions *and* reading preferences
- Must demonstrate ability to provide information without offering advice
- Must demonstrate ability to remain calm and composed when dealing with difficult situations
- Must demonstrate ability to work as a team member
- Must demonstrate willingness to support the fundamental principles of library services such as: open access to library materials in any format to people of all ages; the Library's obligation to provide materials representing a variety of viewpoints; a patron's absolute right to privacy in dealings with the Library and with respect to records maintained by the Library

**Mental/Analytical Demands:**

- Must demonstrate attention to detail
- Must demonstrate ability to successfully handle multiple responsibilities/deadlines
- Must demonstrate ability to make independent decisions.
- Must demonstrate ability to analyze the juvenile and young adult collection for selection and weeding decisions
- Must demonstrate advanced knowledge of youth resources/programming
- Must demonstrate effective, efficient search techniques
- Must demonstrate ability to conduct a successful reference interview
- Must demonstrate ability to conduct a successful reader's advisory interview
- Must demonstrate ability to learn the use of general office equipment
- A strong interest in reading is preferred

**Working Conditions:****Physical Requirements:**

- Must demonstrate ability to read aloud in a clear and easy to understand manner
- Must demonstrate the ability to travel in a timely manner to locations away from the library for the purpose of offering outreach programs and other library services to schools and other organizations.
- Must demonstrate ability to move in a timely manner throughout the public service areas of the library
- Must demonstrate ability to perform circulation/reference desk duties for a minimum of four hours per day
- Performs bending, squatting, kneeling and reaching floor level to 6 feet in height
- Performs routine lifting of library materials up to 20 pounds

**Working Environment:**

- Constant public contact
- Highly computerized workplace
- Some evenings and weekends required

**Equipment Used:**

- General Office equipment (computers, copiers, fax machine, scanners/printers, cash register)
- General Audiovisual equipment (LCD projector)
- E-devices and iPads

**General Statement:**

The above primary job duties and responsibilities describe the level and nature of work performed by employees assigned to this job. The description should not be construed as an exhaustive listing of all job duties and responsibilities performed by this job.

Effective Date: 8/05; revised 2/21; reviewed 6/22; revised 1/24