



## *City of La Marque Youth Services Librarian*

**Title:** Youth Services Librarian  
**FLSA Status:** Non-Exempt  
**Reports To:** Library Director

**Department:** Library

### **JOB SUMMARY**

Under the direction of the Library Director, plans, organizes, develops, and delivers library services for children and teens.

### **ESSENTIAL FUNCTIONS**

1. Assists customers of all ages and backgrounds in person or by phone in researching a variety of subjects
2. Assists customers in the use of library equipment including computers, printer, and fax
3. Evaluates, reviews, recommends, and purchases materials for the youth department within given budget
4. Prepares monthly reports
5. Coordinates outreach efforts to schools, daycares and other community organizations
6. Keeps inventory of juvenile collections—shelving, shifting or reorganizing when necessary
7. May assist in in grant writing and administration
8. Other duties as assigned

### **QUALIFICATIONS**

1. Master's Degree in Library Science or equivalent degree accredited by the American Library Association (preferred)
2. 2-4 years of library related experience; or, any equivalent combination of education and experience which provides the knowledge and skills to perform this position.
3. Excellent customer service skills to effectively communicate with library visitors and coworkers
4. Knowledge of library technology, Internet and other online resources
5. Knowledge of principles and practices of child development
6. Strong written and verbal skills
7. Strong attention to detail and organization skills
8. Ability to work efficiently without supervision

### **PHYSICAL REQUIREMENTS**

1. Ability to lift up to 50 pounds
2. Ability to sit or stand for long periods of time
3. Ability to reach materials on high or low shelves with stepstools

The work environment is typical of offices/libraries. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

At present, the work schedule is Tuesday – Saturday and includes an evening shift on Thursdays until 7:00. Saturdays are required.

**EMERGENCY CLASSIFICATION: TIER 2** – Employees are responsible for maintaining contact with their supervisor regarding assignments to stay abreast of the emergency by monitoring radio and television for instructions, and by calling the Emergency Operations Center daily.



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