

- Prepares bibliographies as requested.
- Assists patrons with requests for information and ensures patrons feel comfortable with library resources and programs.
- Analyzes periodically the workload and the human resource needs of the Youth Services Department and recommends increases and decreases in staff.
- Reviews position documentation for newly created or significantly revised positions. Determines significant changes in responsibilities and major tasks of assigned staff by reviewing their position responsibilities on a regular basis.
- Recommends personnel actions, maintains discipline, and recommends corrective action as warranted.
- Attends continuing education courses, webinars, and conferences as required.
- Participates in community and professional organizations.
- Networks with other librarians, in person or through listservs, to obtain additional program/activity ideas.
- Informs Director of departmental activities and problems.
- Performs Circulation Desk duties as needed, including reference work.
- Serves as liaison to public/private homes, schools, daycare facilities, and preschools.
- Ensures Internal Controls compliance within the Youth Services Department.
- Performs related duties as assigned by the Director.

JOB REQUIREMENTS:

- Baccalaureate degree in library science or related field of study, with Indiana Library Certification LC4 or higher required. Master's degree in library science preferred.
- Thorough knowledge of the methods, materials, policies, practices, and techniques of professional library work.
- Working knowledge of the stages of childhood and adolescent development.
- Thorough knowledge of children's materials, and ability to apply such knowledge to a variety of interrelated processes, tasks, and other operations.
- Working knowledge of budgeting principles, public speaking methods, and basic computer skills.
- Working knowledge of Standard English grammar, spelling, punctuation, and ability to type and complete department reports within established deadlines.
- Ability to assess reading levels and select appropriate materials for the department.
- Ability to supervise assigned staff and volunteers, plan, organize and delegate work assignments, establish work goals, provide training and orientation, evaluate work performance, maintain discipline, and recommend corrective action as warranted.
- Ability to effectively communicate orally and in writing with co-workers, other departments, other area libraries, community organizations, professional organizations, schools, daycare facilities, preschools, area businesses, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

- Ability to properly operate library equipment, including computer, printer, calculator, scanner, digital camera, DVD player, Blu-Ray player, CD player, various gaming systems, and laminator.
- Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to compute and perform arithmetic operations, such as developing an operating budget.
- Ability to collect, report and analyze statistics and make determinations based on data analysis. Ability to present findings in oral or written form.
- Ability to work alone with minimum supervision and with others in a team environment.
- Ability to work on several tasks at the same time and often under time pressure.
- Ability to read, understand, and carry out oral and written instructions, and memorize and retain instructions.
- Ability to plan and present public speaking presentations.
- Ability to apply knowledge of people and compare similarities and differences between data and people.
- Ability to regularly work weekends and evenings, and occasionally work extended hours and travel out of town, sometimes overnight.
- Must be patient, tactful, and friendly when interacting with staff and patrons.
- Must possess a valid driver's license and have dependable transportation.

DIFFICULTY OF WORK:

Incumbent operates within broad and general guidelines, exercising discretion and independent judgment in selecting the appropriate approach or adapting unclear guidelines to address specific situations. Numerous duties are performed that are not directly related to one another.

RESPONSIBILITY:

Incumbent operates within general guidelines and departmental policies, with desired results of work clearly specified. Unusual problems are discussed with the supervisor, and incumbent is responsible for exercising independent judgment in applying departmental policies in a variety of situations and circumstances. On rare occasions, decisions are made in the absence of specific policies and procedures and/or guidance from supervisor. Work product has a significant impact on departmental operations, and work is reviewed primarily for attainment of objectives and its effect on department goals/objectives.

PERSONAL WORK RELATIONSHIPS:

Incumbent maintains a working relationship with co-workers, other departments, other area libraries, schools, daycare facilities, preschools, area businesses, community organizations, professional organizations, vendors, and the public for a variety of purposes, including exchanging

information and ideas, explaining and interpreting policies and procedures, supervising assigned personnel, and presenting subject matter to others through explanation or demonstration.

Incumbent reports directly to the Director.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in several environments, including office/library, front desk, and public computer area. Incumbent's duties involve keyboarding, close vision, lifting/carrying objects weighing less than 25 pounds, handling/grasping/fingering objects, reaching, and hearing sounds and communication. Incumbent regularly works weekends and evenings. Incumbent occasionally works extended hours and travels out of town, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Youth Services Librarian for the Fulton County Public Library describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.