



YOUNG ADULT LIBRARIAN JOB DESCRIPTION

I. Administration & Leadership

The Young Adult (YA) Librarian will provide library services, community outreach, and programming to Young Adults, grades 6-12, ages 12-18. The YA Services Librarian will assist patrons in finding materials for recreation and information, and order YA library materials. Constant contact and collaboration with young adults and parents/guardians with diverse backgrounds and abilities.

A. YA Librarian will report to the Lonoke County Libraries' (LCL) Youth Services Manager.

B. YA Services Librarian will assist with the formulation and administration of branch goals, policies and procedures including, but not limited to goal setting for the collections, and educational related activities.

The librarian will be able to:

- A. Cooperate with other staff members to meet the needs of the public, community, and the Library.
- B. Assist in all library operations, including: lock/unlock the building; open/close the building, empty the book drop and preparing programs.
- C. Help to develop fundraisers and find grant opportunities to purchase YA materials and fund YA programs.
- D. Assist at the Circulation Desk when not otherwise engaged in other activities of this position.
- E. Supervise and train volunteers in the YA Department.
- D. Notify appropriate staff members and administration in cases of emergency.
- E. Follow county and system policies and procedures.

II. Objectives

The YA Librarian will provide collection development, programming, research and technical assistants to patrons. The primary responsibility of this position is the coordination and implementation of the Library's services for YA, 6-12 grade level, ages 12-18. The YA Librarian will have full supervision of the YA Area and maintain a safe, productive, and attractive environment.

The librarian will be able to:

- A. Plan, coordinate, and present YA programs in person and virtually

- B. Provide a social media presence and prompt library services and programs through the YA social media pages, and YA social media groups.
- C. Create attractive, digitally designed marketing materials for YA events and displays.
- D. Provide direct assistance to patrons with basic information regarding use of library materials, equipment, and services.
- E. Must be able to speak distinctly, and professionally to large groups.
- F. Assist in planning and coordinating the Library's summer reading program.
- G. Plan and coordinate activities for homeschooled and public school teens in the community.
- H. Manage and train YA volunteers
- I. Create, coordinate, and present outreach programs and activities to the community
- J. Develop ideas for special programs for YA Patrons
- K. Work with other staff members to create programs, events, community incentives, crafts and display items
- L. Must be able to lift up to 25lb, Requires physical agility and strength to bend, reach, lift and carry and push/pull loaded book carts when shelving materials.
- M. Create and maintain displays and bulletin boards in the YA and main area of the library
- N. Conduct library tours for any interested groups and/or school groups
- O. Conduct programming via video recording and live recording, and also share those recordings with patrons using social media, email, and/or other marketing tools.

III. Customer Service

The YA Librarian is on the frontline to greet a diverse community of patrons, with diverse needs and capabilities and to answer their questions. This position will also involve some time at the Circulation Desk as well, but not as a primary assignment. This is a highly visible and responsible position. Above all, the person in this position should present a positive image of the "personality of the Library" – making all people feel welcome and accepted at the Library.

The librarian will be able to:

- A. Maintain patron confidentiality.
- B. Interact respectfully with people of varying personalities and ages in a variety of situations.
- C. Greet library users, and answers phones.
- D. Provide users with information about the availability and use of library services.
- E. Handle public inquiries.
- F. Deal effectively and courteously with the public through oral and written mediums.
- G. Assist students and parents/guardians in finding information
- H. Assist patrons in locating materials
- I. Answer reference questions

IV. Collection Development

The YA Librarian will be a part of a select Collection Development team to assist in maintaining a collection adapted for the community's needs, and to give input on new and innovative ways to keep the collection current and circulating. The YA Librarian will assist in weeding and inventory processes when assigned.

The librarian will be able to:

- A. Select YA books and materials and order books based on the interests of the community and popular trends.
- B. Knowledge of trending genres within the YA department
- C. Weed the YA's collection of old and/or outdated materials

V. Programming

Work with other departments in the library to promote library programs and services within the community and assists with library programming.

The librarian will be able to:

- A. Plan, coordinate, and present YA programs in person and virtually.
- B. Assist in planning and coordinating the Library's summer reading program.
- C. Plan and coordinate activities for homeschooled and public school teens in the community.
- D. Create outreach programs and activities for the community
- E. Develop ideas for special programs for YA patrons.
- F. Assist other departments with the development and implementation of Programming.

VI. Research

Provide reference services and assist with ILL requests for the YA department.

The librarian will be responsible for:

Being knowledgeable of online databases and/or websites that are directly related to the needs of Young Adults.

VII. Technology

Attends to public use of equipment, including but not limited to: adding paper to fax machine and copier, assists library users with operating various equipment, contacts Network Administrator regarding equipment malfunction. Uses library automated circulation system to circulate materials, process hold requests, register/update patron accounts, collect fines/fees, and evaluate circulation requests and reports. Creates professional documents and performs clerical duties as assigned by supervisor. Performs a wide range of clerical, public contact and administrative duties.

The librarian will be able to:

1. Possess up-to-date computer and technology skills necessary for effective communications and presentations.
2. Acquire familiarity with emerging technological trends and tools.
3. Perform activities involved in retrieval of overdue materials.
4. Apply technological skills to provide reference services and programs for patrons and their families.
5. Support access to Internet and electronic resources for patrons.

VIII. Professional Development

Keep informed of developments and participates in activities of professional and community organizations. Requires 12 hours per year of continuing education credits.

Other duties as assigned.

Reports to: This position reports directly to the LCL Youth Services Manager

Job Requirements: Bachelor's Degree or 2 years relevant experience. Master's degree in Library Science preferred. One year of professional experience in a library setting, with supervisory and administrative experience required. Experience with young adults (grades 6-12, ages 12 to 18) given preference. Valid Drivers license required. Will travel within the Cabot service area 0-10% of time.

Salary Range:

Approved by Library Board: January 22, 2015 (approved under "Youth Services Librarian" job description)

Revised on 2/23/2016

Revised on 7/11/2022 (pending Board approval) SB