

Oshkosh Public Library Position Description

Position: [Children'sYouth](#) Services Librarian

Classification: Librarian

Department: [Children and Family OutreachYouth](#) Services

Date: ~~June 2021~~[May 2024](#)

GENERAL PURPOSE

This position provides professional librarian services to meet the developing literary needs and other informational needs of children aged birth through 18 ~~and their~~[as well as the](#) caregivers, teachers and other adults who work with them.- Some supervisory, advisory and administrative responsibilities are performed.

Supervisor: _____ Head of [Children and Family OutreachYouth](#) Services

Salary Matrix Level: ~~F~~ D

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility	Performance Standard
Planning, coordinating and presentation of literacy and educational programs	
<ul style="list-style-type: none"> • Design research based literacy and other educational programs and services to target a broad demographic range of youth and families. • CoordinateWithin a collaborative environment, develop ideas for public programs that align with community needs and library strategic goals. • Meets deadlines to coordinate presenters, space, calendars, materials, publicity, and other resources needed to provide programs. • Evaluate programs with the goal of continuously improving quality and attendee satisfaction. 	<ul style="list-style-type: none"> • Youth and families will be engaged in high quality literacy and learning experiences. Families will be inspired to make literacy and learning a ubiquitous part of their children's growth.
<ul style="list-style-type: none"> • Serve on library wide Programming Team • Develop ideas for public program proposals from a wide range of sources that are aligned with community needs and library strategic goals. 	<ul style="list-style-type: none"> • Consistently attends meetings and contributes in a constructive and collegial spirit. • Well developed proposals are submitted according to deadlines set by Program Team leaders.

<ul style="list-style-type: none"> • Work with set program cycle deadlines to submit descriptions, supporting materials, etc. • Evaluate public programs with the goal of improving quality and attendee satisfaction. 	<ul style="list-style-type: none"> • Program evaluation is completed; results reported.
Duty/Responsibility	Performance Standards
Collection Development	
<ul style="list-style-type: none"> • Develop existing collections to ensure a depth and breadth of subjects and interests that meet the needs of a diverse community of children, teens and their families. This includes shaping collections by requesting supplemental materials to round out the titles ordered by the library selector, as well as deselection of outdated and undesirable items. materials selection and deselection. 	<ul style="list-style-type: none"> • Patrons find an attractive, relevant collection of library materials for youth young people and their families.
<ul style="list-style-type: none"> • Request replacements for high demand items in a timely manner. 	<ul style="list-style-type: none"> • Decisions as to whether to replace an item/s are made on a regular basis after items have been reported missing, damaged, withdrawn, etc.
Duty/Responsibility	Performance Standard
Reader's Advisory and Reference Service	
<ul style="list-style-type: none"> • Keep Reader's Advisory Services current and relevant by implementing engaging/responsive ways to browse and connect with our collections. For example: Displays, bookmark bibliographies, in-person and virtual book talks, Staff Picks, Staff Favorites, Book Bundles, Educator Collections, Etc. • Serve as a staff advisor to co-workers and on projects that require these skills and knowledge. 	<ul style="list-style-type: none"> • Patrons will receive current, relevant information for their personal, academic and professional needs. • Co-workers will receive current, relevant content for bibliographies and other projects or inquiries regarding youth materials.
Duty/Responsibility	Performance Standards
Management of projects and staff Participate in Departmental Outreach	
<ul style="list-style-type: none"> • Plan, coordinate, delegate and/or execute departmental projects such as: Materials deselection, assistance with some elements of programs; • This position may exercise direct supervision of Conduct library tours and 	<ul style="list-style-type: none"> • Projects are completed in a timely manner, and employees or volunteers who are assisting receive clear instructions regarding their part in the project. • Project updates are provided to supervisor as needed or

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<p><u>instruct groups and individuals on the use of the library.</u></p> <ul style="list-style-type: none"> • <u>As requested, visit schools and other agencies or events to perform outreach activities.</u> • <u>Present to other library professionals and educators as opportunities arise and department employees or volunteers scheduling allows.</u> 	<p><u>requested-Visiting groups will have a basic understanding of the layout and organization of materials and collections as well as library services offered.</u></p> <ul style="list-style-type: none"> • <u>Staff and customers of other agencies in the Oshkosh area gain a higher awareness and understanding of the library's services, programs, and mission.</u>
Duty/Responsibility	
Administrative Duties	
<ul style="list-style-type: none"> • <u>Report/Summarize outcomes of programs as requested</u> 	<ul style="list-style-type: none"> • <u>Reports are provided to the appropriate individuals, committees, or other audiences.</u>
<ul style="list-style-type: none"> • <u>Report/Summarize outcomes of programs as requested.</u> • <u>When requested, attend or needed, take part in both departmental and constructively participate in library-wide team or planning meetings.</u> 	<ul style="list-style-type: none"> • <u>Reports are provided to the appropriate individuals, committees, or other audiences.</u> • <u>Attend and constructively participate in team or planning meetings.</u>
Duty/Responsibility	
Reader's Advisory and Reference Service	
<ul style="list-style-type: none"> • <u>Provide professional-level reader's advisory and reference service to patrons</u> 	<ul style="list-style-type: none"> • <u>Patrons will receive current, expert knowledge of materials that met their informational needs.</u>
<ul style="list-style-type: none"> • <u>Use expertise to serve as advisor for these services to coworkers and to projects requiring this skill and knowledge</u> 	<ul style="list-style-type: none"> • <u>Co-workers and other staff will receive current, expert content for bibliographies and other projects or inquiries regarding youth materials.</u>
Duty/Responsibility	
Participate in Departmental Outreach	
<ul style="list-style-type: none"> • <u>Conduct library tours and instruct groups and individuals on the use of the library.</u> 	<ul style="list-style-type: none"> • <u>Visiting groups will have a basic understanding of the layout and organization of materials and collections.</u>
<ul style="list-style-type: none"> • <u>As requested, visit schools and other agencies or events to perform outreach activities.</u> 	<ul style="list-style-type: none"> • <u>Staff and customers of other agencies in the Oshkosh area gain a higher awareness and understanding of the library's services, programs, and mission.</u>
<ul style="list-style-type: none"> • <u>Present to other Library and Education professionals as opportunities arise and department scheduling allows.</u> 	<ul style="list-style-type: none"> • <u>Attendees gain new knowledge.</u> • <u>OPL Youth staff widens professional network.</u>

Duty/Responsibility	Performance Standard
General Departmental and Library Operations	
<ul style="list-style-type: none"> • Fill in for someHandle extra duties occasionally when department manager is or other staff are on vacation, ill, etc. For example: Serve as main contact for patron inquiries, incidents, and questions from other library departments and staff which cannot wait until the department manager or other staff returns. • Assist with building security including disabling and enabling alarms; following lost child procedures; following proper procedures for handling biohazardous waste and blood borne pathogens; assist with keeping entrances and interior footpaths free of snow and ice. • Cover Youth Services public service desk as needed. • Actively teach and positively enforce expected library behaviors. When necessary, involve other staff and/or law enforcement in handling patron behavior issues. 	<ul style="list-style-type: none"> • Time-sensitive issues and emergencies are responded to in a timely manner.
<ul style="list-style-type: none"> • Assist with building security, including: disabling and enabling alarms, lost children, following proper procedures for handling biohazardous waste and blood borne pathogens, assist with keeping entrances free of snow and ice. 	<ul style="list-style-type: none"> • The health and/or safety of staff or patrons is not compromised while they are visiting or working in the library
<ul style="list-style-type: none"> • Cover CFOS public service desk as needed. 	<ul style="list-style-type: none"> • Service provided to internal and external customers is consistently accurate and timely.
<ul style="list-style-type: none"> • Actively teach expected behaviors to patrons using positive interactions. When necessary, enforce library policies and rules. 	<ul style="list-style-type: none"> • The health and/or safety of staff or patrons is not compromised while they are visiting or working in the library • Service provided to internal and external customers is consistently accurate and timely. • Children and families enjoy using the library and also understand expected behavior in the library. Staff members regularly seek opportunities to teach expected behavior. -Library policies enforced as appropriate.

Duty/Responsibility	Performance Standards
Professional Development	
<ul style="list-style-type: none"> Participate in continuing education activities to keep knowledge of children's services and library trends current. 	<ul style="list-style-type: none"> Personal and professional development goals are set in the annual performance review with the director/department supervisor, and progress is tracked in meeting/meetings throughout the year. Select educational activities to gain new knowledge to apply to OPL services.
Duty/Responsibility	
Other Duties as Assigned	
<ul style="list-style-type: none"> Intermittent/occasional extraordinary tasks are undertaken as assigned or necessary. 	<ul style="list-style-type: none"> Such tasks are undertaken with a willingness to learn and spirit of helpfulness.

• [Other Duties As Assigned](#)

KNOWLEDGE, SKILLS AND ABILITIES

[Ability to work collaboratively and professionally with people of diverse backgrounds and personalities.](#)

Commitment to helping children and families become lifelong learners.

Knowledge of children's literature.

[OPL Youth staff widens professional network and develops professional skills.](#) Knowledge of child development.

Knowledge of current practices and trends in librarianship, especially [with regard to](#)/[regarding](#) the organization of library materials, and programming for children and families.

Knowledge of online public access catalogs (OPACs).

Excellent verbal and written communication skills, including public speaking.

Ability to prioritize tasks during fluctuating workflow.

Ability to be flexible about learning and teaching new ways to do things, including technology

Proficiency with computer applications including: word processing, spreadsheets, presentation programs, email, internet navigation, content management software for websites and internal blogs, online library catalogs, and other digital resources.

Knowledge of a variety of technologies used in libraries.

REQUIRED EDUCATION AND/OR EXPERIENCE

Master's degree in library science from ~~an ALA-accredited~~ a library school [accredited by the American Library Association or equivalent accrediting body](#).

Experience working as a librarian in a library or other information-based agency.

TOOLS AND EQUIPMENT USED

Personal computers, printers, photocopy machines, telephone, projectors, CD ~~player~~players, other computer-related equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. ~~Reasonable~~[The library will make every effort to provide reasonable workplace accommodations may be made to enable individuals needed for candidates](#) with ~~disabilities to perform the essential functions~~[differing physical abilities](#).

While performing the duties of this job, the employee is frequently required to stand [or walk](#) for up to eight hours; talk and hear; use hands to dial, handle, or feel, objects or controls; ~~and~~ reach with hands or arms. The employee is required to kneel, walk, stand, bend, twist, push and pull. ~~Job requires~~[The duties of this position require](#) employee to push carts and lift boxes weighing up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters ~~while performing the essential~~ functions of this job.

The noise level in the work environment is moderate. Most work is indoors with occasional work performed outside such as monitoring a booth at a community event or presenting an outreach program.

Minimal travel may be required for performing outreach programs, site visits, and professional development activities.

~~Employee~~[Employees](#) may be called upon to clean up ~~blood borne~~[bloodborne](#) pathogens and bodily fluids.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and background check; job related tests may be required. ~~Finalists may be asked to participate in psychometric testing~~.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirement of the job change.

