



CUMBERLAND COUNTY
invites applications for the position of:

Librarian II / Youth Services
POS#11700052

SALARY: \$42,583.96 Annually

OPENING DATE: 02/08/19

CLOSING DATE: 02/17/19 11:59 PM

POSITION OVERVIEW:

This position is located at the Hope Mills Branch Library

An employee in this position is required to provide reference service and readers' advisory in youth literature. Develops and presents programs for youth from birth through grade 12. May act as supervisor in charge on a regular basis in the absence of the manager. Works with other YS Librarian II's under the direction of the Division Manager for Youth Services to plan and implement new services and programs for youth. May be assigned system-wide responsibilities such as grant management, new service development, or ordering materials.

EXAMPLES OF DUTIES:

- Supervises, hires, trains, evaluates and schedules Youth Services staff within the assigned branch or within the system to ensure policies and procedures are followed, customers are given efficient, prompt, and competent assistance, and pleasant working conditions are maintained.
- Develops and conducts age-appropriate programs within and outside the library.
- Provides assistance to customers at the Youth Services desk or Adult Information Desk by assisting with information requests and readers' advisory. Assists customers with computer labs.
- Oversees Youth Services collection development including print and electronic materials under the direction of the Youth Services Division Manager; deselects obsolete and worn materials; makes recommendations for replacement materials and may contribute to system wide collection development areas, including responsibility for expending a designated portion of Youth Services materials budget.
- Develops plans for Youth Services programming to ensure adequate number of programs for children and their caregivers are provided and effectively promotes programs using system resources.
- Acts as person in charge and mediates customer service issues in the absence of branch manager.
- Discusses with supervisor work methods, problems, short- and long-range developments and/or plans.
- Actively participates in Youth Services Advisory Council and Youth Services Leadership Team. Actively participates in coordinated programming among all locations as determined by the Youth Services Division Manager, and makes recommendations for programs, policies, and procedures.
- Promotes library Youth Services and programs through, but not limited to public outreach such as informational fairs, school and/or child care center visits, and writing occasional articles as requested.
- Compiles, prepares and maintains departmental reports, records, statistics, and budget information.
- Participates in professional training and activities to keep current on issues and trends and to further professional development.
- Provides Youth Services training under the direction of the Youth Services Division Manager, including, but not limited to: children's literature, puppetry, storytelling, book talking, programming skills, reader's advisory, reference, and bulletin board development.
- Participates in planning special events, including but not limited to: Summer Reading Program, Children's Book Week, Teen Read Week, and other special events.
- Maintains an attractive and inviting department.

- Works collaboratively with community agencies serving youth.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Master of Library Science degree (MLS) with 18 months experience as a MLS professional librarian in a public library. Six months supervisory experience preferred. Experience in providing services to youth is preferred.

Equivalent Training/Experience

Trainee candidates must have at least 12 months experience as a MLS professional librarian in a public library.

SUPPLEMENTAL INFORMATION:

- Knowledge of the principles and practices of modern library operations.
- Knowledge of literature for youth with considerable knowledge of current materials, literature and trends, technology and developments and electronic services in assigned area.
- Knowledge of and familiarity with grant writing.
- Ability to train and supervise work of others.
- Ability to plan and schedule the work flow of professionals, paraprofessionals and clerical staff.
- Ability to plan effective services and programs for youth.
- Ability to analyze problems and to recommend practical solutions.
- Ability to establish and maintain effective relationships with staff, customers and the community.
- Ability to perform library functions via automated public catalog and circulation system and implement backup procedures when necessary.
- Ability to use good judgment in the daily supervision of services.
- Ability to express ideas effectively orally and in writing.
- Ability to define problems, collect data, and establish facts.
- Ability to deal courteously and tactfully with the public and to relate library services and resources to the needs of the community in an effective manner.
- Ability to maintain customer confidentiality.
- Ability to effectively present information to management and community groups.
- Ability to meet deadlines.
- Effective organizational skills.
- Quick decision-making abilities.
- Ability to address criticism or questions with tact and diplomacy.

Must have a valid driver's license with an acceptable driving record at the time of hire. Within 60 days of hire, must obtain and show proof of a valid NC Driver's License and must maintain an acceptable driving record while employed. Background check and negative drug test are required.