



The Urbana Free Library

ADULT & YOUTH SERVICES LIBRARIAN

JOB DESCRIPTION

Department: Adult & Youth Services	Benefits: Yes
Division: N/A	Percent Time: Full-time (39 hours per week), including evening and weekend hours.
Job Type: Civil Service	FLSA Status: Non-Exempt
Reports To: Director of Adult & Youth Services	Salary Range: \$24.9932-\$32.4914 per hour

JOB SUMMARY

The Adult & Youth Services Librarian functions as a member of a team that selects materials for the Library collection; provides reference, readers' advisory service, and computer assistance to patrons; participates in outreach and programming; provides excellent customer service; and carries out other duties as assigned. Duties are performed under the supervision of the Director of Adult & Youth Services and the AYS Programming & Outreach Manager.

ESSENTIAL FUNCTIONS

- Provides advisory service to patrons for all materials, including preparation of print or online bibliographies. Helps patrons find the right item, using reading/viewing/listening experience, the library catalog, an awareness of popular culture, and personal knowledge of current affairs and local events. Ensures and provides quality customer service to patrons and staff in a timely manner and with a positive, proactive, customer-focused attitude using standards and guidelines set by the Library for the delivery of customer service. Promotes staff and patron understanding of the wide range of Library programs and services.
- Provides high-quality reference service; demonstrates competence in assisting patrons with complex inquiries, requests, and projects requiring independent judgment and in-depth knowledge in interpreting policies and procedures.
- Assists in developing and implementing new and existing services, programs, outreach events, and partnerships.
- Manages budgets for specific collections and programs as assigned.
- Participates in collection development tasks by assessing targeted areas of the Library's collection, systematically selecting new and popular material, and discarding or replacing damaged or outdated materials that are no longer circulating.

- Participates in collection and program promotion using all media.
- Shares in training staff and training, supervising, and evaluating graduate students and volunteers.
- Shares in formulating departmental goals and objectives and participates in planning.
- Represents the Library in community and professional organizations, maintaining professional skills by participating in workshops and conferences and networking with colleagues.

ADDITIONAL DUTIES

- Performs cataloging as needed using current cataloging and classification practices.
- Provides public assistance in using all resources of the Library.
- Participates in departmental and library-wide outreach and programming events.
- Assists patrons using technology resources, including preparation of user guides for
 - Internet resources;
 - Computers, scanners, printers, assistive technology, and Wi-Fi access.
- Keeps current in knowledge of library trends and resources.
- Responsible for projects and other duties as assigned.
- Attends department and other meetings as scheduled.

JOB REQUIREMENTS

Degree, Licenses, Certifications, & Memberships

- American Library Association-accredited Master of Library & Information Science degree or equivalent.
- Library and Information Science students who will graduate within the next six months considered.

Education & Experience

- Training or experience in reference, technology, and adult and/or youth services in a library setting.
- Prior experience with the Polaris ILS desired.
- Bilingual skills (especially Spanish, French, or Chinese) desired.

Knowledge of

- Considerable working knowledge of computer and network applications pertinent to library services and emerging technologies, hardware, and software as adopted by the Library.
- Substantial knowledge of the principles and practices of library science including reference techniques, collection development, readers' advisory, cataloging, and classification.

- Substantial knowledge of the provision of library services and outreach to specialized groups, such as teens, children, ESL students, adult learners, recreational readers, and non-users.
- Print and digital reference sources.

Skills

- Exceptional organizational, interpersonal, and decision-making skills.
- Proven teamwork skills desired.
- Commitment to serving a diverse community.
- Mastery of complex, detailed routines.
- Competency in using computers, office applications, and library-related software.
- Dependability, trustworthiness, and honesty.
- Exemplary customer service skills (patrons and staff).

Ability to

- Establish and maintain effective and productive working relationships with co-workers and the public.
- Plan, organize, perform, assume responsibility for, and evaluate work assignments with initiative and judgment, independently or with minimal supervision.
- Quickly develop an effective working knowledge of the Library's automation system, calendaring system, and relevant staff-side resources.
- Complete work with speed and accuracy and handle frequent, sudden task changes effectively.
- Demonstrate a strong commitment to excellent public service; work with others in a consistently approachable, cooperative, enthusiastic, and effective manner despite numerous competing requests.
- Prepare clear and concise correspondence, procedures, and written materials.
- Interpret, apply, and explain applicable laws, regulations, and policies.
- Perceive unit as part of the Library as a whole.
- Work a flexible schedule and additional hours beyond those regularly scheduled as necessary to meet the Library's needs.
- Employ best practices for graduate student supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with patrons and staff.
- Occasional contact with vendors.
- Occasional contact with the media.

SUPPLEMENTAL INFORMATION

Working Environment

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work will occur primarily at The Urbana Free Library.
- Works in close association with others.
- Regularly, staff perform outreach at off-site locations.
- Work is subject to deadlines and frequent interruptions.
- Visits by and to vendors as needed.
- Typical work schedule could include any hours that the Library is open in addition to time before and afterwards, with flexibility depending on the needs of the department.

Physical Requirements

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be met to enable individuals with disabilities to perform essential functions.

Physical Strength and Agility: Physical strength and agility sufficient to lift and maneuver up to 25 pounds. Ability to climb ladders, reach with hands and arms, crouch, or crawl. While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is required to use hands to touch, handle, feel, or operate objects, tools, or controls.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress; and the ability to adjust focus to both print and electronic text.

Hearing: Hear in the normal audio range with or without correction.

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 that 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 requirements of the job change.

The Urbana Free Library is an Equal Opportunity Employer.

Updated October 2018