



## Service Commitment

The North Shore Library is committed to providing the highest quality of service to our four communities. To achieve this level of service, employees are expected to be knowledgeable, competent, dependable, and courteous in the performance of their job responsibilities and to work cooperatively with other employees. The North Shore Library is a dynamic work environment requiring employees to be adaptable.

## General Purpose of Position

This full-time position works as a member of the Youth Services Department reporting to the Assistant Director. This position will identify community needs to help plan, manage, and evaluate programming for youth ages birth to teen. This position will have shared responsibility for maintaining the Children's and/or Young Adult Collections. The Youth Services Librarian collaborates with other departments to create programs and provide services. Additionally, this position performs reference, reader's advisory, and public service to all ages. This position will include time on an all-ages public service desk and be part of an evening and weekend rotation.

- Planning, Coordinating and Presenting of Literacy and Educational Programs: With a special focus on Storytimes building on a successful and popular track record of multiple weekly Storytimes. Within a collaborative environment, develop ideas for programs for ages birth to 18 that align with community needs and library strategic goals. Meet 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. Serve as a staff advisor to co-workers who are still developing these skills and knowledge.
- Staff a public service desk assisting patrons of all ages with their information, literature, and technology needs. Knowledge of Libby and Kanopy is a plus.
- Planning and implementation of a Summer Reading Program. In conjunction with Adult Services, help plan a library-wide Summer Reading Program. Ability to work with outside presenters, community partners, and knowledge of Beanstack desirable.
- Developing Collections: Develop collections as assigned 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 materials selection and deselection.

- Maintain Social Media presence dedicated to the Youth Services Department and general library interest.
- Providing Reader's Advisory and Reference Services for patrons of all ages: 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, Reader's Advisory interviews, etc.
- Participating in Departmental Outreach: Conduct library tours and instruct groups and individuals on the use of the library. As requested, visit schools and other agencies or events to perform outreach activities.
- Performing Administrative Duties: Report/summarize outcomes of programs monthly in a written board report. When requested or needed, take part in both departmental and library-wide team or planning meetings.
- Act as Librarian in Charge on nights and weekends: Handle extra duties occasionally when a manager is unavailable such as nights, weekends, and during other instances.
- Other duties as assigned.

#### Education and Experience Requirements:

- Master's Degree in Library Science from an American Library Association accredited graduate program.
- Two to three years of experience working as a Librarian in a public library.
- Children's and Teen programming experience.

*In order to perform the functions and responsibilities of the position (listed above) the following knowledge, skills, and abilities are essential.*

- Excellent customer service and problem-solving skills.
- Ability to work comfortably with patrons of all ages and backgrounds.
- Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
- Friendly and helpful manner, appropriate to a position where constant public contact is involved and the maintenance of good public relations is essential.
- Initiative, ability to work both independently and as a team member.
- Strong information searching, multi-tasking, technical, editing, and writing skills.
- Ability to offer reference services and reader's advisory for patrons of all ages.
- Knowledge of children's literature.
- Storytelling experience and ability to perform in front of groups of children and their caregivers that captures their attention.
- Experience developing programming for children of ages that is engaging, interactive, and inclusive.
- Ability to build relationships and partnerships with members of the public, community organizations, and businesses.

- A thorough knowledge of computer applications for library services and proficiency in computer operation.
- Artistic skills used in creating posters, displays, etc. is desirable.
- Ability to gather statistics, analyze information, and present reports, both orally and in writing.

#### Physical Demands

1. Majority of work time is sitting, standing, walking, and reaching in front of body.
2. Bending, twisting, stooping and reaching overhead with simultaneous use of hand, wrist, and fingers.
3. Far vision at 20 feet or further; near vision at 20 inches or less.
4. High use of Computer Screen.
5. Fingering: keyboarding, writing, and processing (applying labels, tags, barcodes, book covers).
6. Lifting and carrying: 20 pounds or less.
7. Pushing and pulling: objects weighing 300 pounds on wheels.
8. Mobility: travel to Village Hall and elsewhere outside the library.
9. Talking and hearing ordinary conversation in person or on the phone in a quiet and sometimes noisy environment.

#### Work Environment

1. Inside work environment.
2. Frequently dusty work conditions.
3. Exposure to environmental factors: repetitive motions of using computer keyboard and picking up and setting down books.
4. Noise level is moderately quiet.
5. Work hours include weekdays, evenings and weekends.

#### Tools and Equipment Used:

Automated shared resource system (CountyCat and Sierra), networked personal computer and peripherals, mobile devices, printers, e-readers, wireless router, copier, scanner, telephone, cash register.

#### Pay and Benefits:

Compensation is \$27.22 per hour and includes a competitive benefits package.

The duties listed 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 requirements of the job change.

To Apply: please send current resume, cover letter, and three references to [haley.samuelson@mcfls.org](mailto:haley.samuelson@mcfls.org) by Monday, March 31, 2025.