

**LARAMIE COUNTY LIBRARY SYSTEM
JOB DESCRIPTION**

Job Title	FLSA Status
YOUTH SERVICES LIBRARIAN	NON-EXEMPT
Division	Pay Grade
YOUTH & OUTREACH SERVICES	33

JOB SUMMARY

The primary responsibility of the Youth Services Librarian is to provide excellent customer service through planning and implementing library events and services to children, parents, caregivers, and educators who use library services. The Youth Services Librarian fulfills all the duties of the Youth Services Assistant position and assists the Youth Services Event Librarian and the Outreach Librarian with services, including events directly relating to families, special exhibitions, and projects. Working closely with the Youth Collections Librarian, they assist with collection management of the youth and teen collections.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains patron confidentiality in compliance with Wyoming state law.
2. Takes ownership of their performance, development, and accomplishments.
3. Promotes teamwork within the division and Laramie County Library System (LCLS).
4. Serves on system-wide teams and represents LCLS in the community as assigned.
5. Works quickly, effectively, and accurately within tight deadlines.
6. Performs other related and necessary duties as assigned.
7. Models professional reference services for non-MLS employees.

CUSTOMER SERVICE

1. Provides exceptional customer service and models standards for professional library service.
2. Maintains knowledge of procedures and policies of LCLS and the Youth and Outreach Services Division. Interprets and applies policy in order to make decisions regarding patrons and procedures.
3. Observes patron behavior in relation to the Code of Conduct. Follows guidelines for applying standards and consequences. Enlists assistance from other employees, managers, administration, security, and law enforcement as needed. Reports violations in a timely and professional manner.
4. Cross-trains and works at other public service points as assigned.

EVENTS AND OUTREACH

1. Works with other Youth Services Specialists/Librarians and the Youth Services Event Librarian to create and implement youth events for children in preschool through grade six.
2. Develops events, activities, educational modules, and other interactive learning tools to enhance special traveling exhibitions or projects received by the library, including outreach to schools and other organizations.
3. Implements regular preschool early literacy classes, including digital classes utilizing standards established by the library.

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4. Implements outreach storytimes in childcare facilities, as needed, under the direction of the Outreach Librarian.
5. Drives the bookmobile and provides mobile library services to the community under the direction of the Bookmobile & Homebound Coordinator.
6. Directs the activities of assigned volunteers.
7. Participates in professional activities on a local, state, and regional level when applicable to position or needs of the division.

COLLECTION DEVELOPMENT

1. Develops a diverse and thorough knowledge of the youth and teen collections.
2. Manages assigned areas of the youth and teen collections, including purchasing, evaluating, and weeding, utilizing collection management tools.
3. Works with Youth Collections Librarian to curate and maintain a balanced collection meeting the varied needs of the community.
4. Provides input on the development of digital collections.

PERSON IN CHARGE (PIC) RESPONSIBILITIES

1. Serves as the Person in Charge (PIC) as assigned. Assists with emergencies, troubleshoots facility and/or technology issues, and works at public service desks as needed. May supervise employees' work and duties during PIC times.
2. Works directly with the public to make exceptions, explain policies, and resolve problems.

MINIMUM REQUIREMENTS

- Master's degree in Library Science or Information Science from an ALA-accredited college or university; and
- 2 years of relevant experience; or
- The equivalent combination of education and experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Current driver's license valid in the State of Wyoming or the ability to obtain one within six months of hire date. Reasonable accommodation upon request.
- Proficiency with a variety of software programs and systems related to the operations of the library.
- Ability to work flexible work schedules, including weekends and holidays.
- Ability to speak, read, comprehend, and write the English language.
- Ability to work with limited supervision, with an aptitude for detailed work and proficiency in prioritizing tasks.
- Ability to supervise, coach, train, and lead other employees.

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- Ability to drive large vehicle (32 feet).

REPORTING RELATIONSHIPS

Reports to: Youth & Outreach Services Manager

Supervises: Volunteers

PHYSICAL EFFORT AND WORKING ENVIRONMENT

The essential duties and responsibilities of this job require the employee to move or manipulate moderately heavy equipment, boxes, carts, files, and stacks of material from one location to another. Reasonable accommodation upon request.

LAST REVISED 09/2024