

LINCOLN PUBLIC LIBRARY DISTRICT  
JOB DESCRIPTION  
AS OF MAY 24, 2017

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POSITION: YOUTH SERVICES LIBRARIAN  
STATUS: PROFESSIONAL  
SALARY RANGE: \$27,143 - \$40,000

**KIND OF WORK:** Under the supervision of the Library Director, this position is responsible for the immediate supervision of Youth Services, including reference, technical services, collection development, programs, publicity, personnel, and electronic resources.

**DESCRIPTION OF WORK IN THE YOUTH SERVICES DEPARTMENT:**

- Responsible for all Youth programs/activities including planning, budgeting, publicity, and execution.
- Supervises all personnel in the Department, including training and evaluation.
- Responsible for collection development of print, non-print, and electronic materials including selection, processing, and weeding.
- Responsible for readers' advisory and use of the Library's resources.
- Supervises reference instruction and assistance.
- Under the direction of the Technical Services Librarian, responsible for technical services including selection, ordering, receiving, classification, cataloging, processing, shelving, and recordkeeping. Maintains the department's shelf list.
- Acts as the Library's liaison to area schools and organizations.
- Develops cooperative programs between the Library and area schools.
- Promotes the Library through web-based E-resources such as blogs, social media, databases, and web sites.
- Under the direction of the Library Director, develops publicity for all Youth services and programs, including news releases, book reviews, advertising, and printed materials.
- Attends IHLS meetings as needed.
- Related work under the supervision of the Library Director as needed.

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**ESSENTIAL REQUIREMENTS OF THE WORK:**

- Knowledge of Library principles, practices, and methods.
- Knowledge of Technical Services principles, practices, and methods.
- Understanding of the Dewey system and the LC Subject Headings.
- Understanding of reference instruction and sources.
- Understanding of collection development principles and sources.
- Ability in administration, supervision, and interaction with the public.
- Ability to successfully interact with and supervise juveniles and young adults.
- Ability to plan and execute public programs for juveniles and young adults.
- Ability to produce oral/written reports in a clear, concise, and timely manner.
- Ability to operate personal computers, E-devices, basic office machines, and the Library's automated circulation system.
- Familiarity with web-based E-resources such as blogs, social media, databases, and web sites.
- Ability to perform the basic physical activities associated with routine Library work.

**MINIMUM QUALIFICATIONS:** BA or BS in Library Science or related field; two years experience in library work related to Youth Services. Graduate work in Library Science or a related field can be substituted.

**RESIDENCY REQUIREMENT: EMPLOYEES OF THE LINCOLN PUBLIC LIBRARY DISTRICT MUST RESIDE WITHIN LOGAN COUNTY, ILLINOIS.**

**EOE**