Librarian I or Librarian II  
Austin Public Library  
Austin, Texas, 78702, United States

Salary: $19.36 - $27.06 (Hourly Wage)

Status: Full-time

Posted: 08/02/17

Deadline: 08/13/17

Position: Librarian I or Librarian II

Position Description:
Positions will be filled at the level of Librarian I or Librarian II depending on post MLIS experience. Position will serve as Youth Service Librarian at assigned branch, providing services to young people from birth through age 18, their caregivers and other adult advocates. Youth Service Librarian may also oversee a Teen Center (computer and resource area) with large after-school and Tween/Teenage presence within the branch.

Position Responsibilities:

- Provides in-depth reference services and reader's advisory to the public.
- Compiles bibliographies, reference guides, and indexes.
- Prepares and presents programs in the community and the library.
- Purchases and maintains assigned portion of collection according to budgetary guidelines and assesses collection on a regular basis.
- Appraises, organizes, and processes specialized archival collections.
- Provides basic preservation of archival materials.
- Provides instruction and classes in the use of computer hardware and software. Initiates and maintains contact with schools and with other individuals and groups serving youth in the community.
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• Provides library tours and orientations. Explains policies to public and staff.
• Compiles and prepares reports.
• Collects, maintains, and prepares reports.

**Required Qualifications:**

• Master's Degree from an ALA accredited Program, or must be received with six (6) months of employment
• May require a valid operator's license and the use of a personal vehicle
• Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
• Knowledge of public library issues and trends.
• Knowledge of library automation and electronic resources.
• Knowledge of reference tools and procedures.
• Skill in oral and written communication.
• Skill in handling multiple tasks and prioritizing.
• Skill in using computers and related software.
• Skill in data analysis and problem solving.
• Skill in planning and organizing.
• Skill in working with and providing training and/or programming for youth.
• Ability to stay current on library profession and services by attending classes and seminars.
• Ability to work with frequent interruptions and changes in priorities.
• Ability to establish and maintain good working relationships with other city employees and the public.
• Must be able to stoop, bend, walk and reach to heights of up to six (6) feet.
• Must be able to pull or lift up to fifty (50) pounds.
• Must be able to push loaded book truck weighing up to three hundred (300) pounds.
• Must have manual dexterity to operate computer keyboard.

**Preferred Qualifications:**

• Ability to speak Spanish preferred.
• Experience working with children and teens.
• Experience working with culturally diverse populations.
• Experience working with new media and technologies in a creative or educational capacity.
• Experience working with Connected Youth Project and understanding of its objectives and goals.

**Closing Date:** 08/13/17
Special Instructions to Applicants:
TO APPLY: http://www.austincityjobs.org/postings/61180
COMPANY WEBSITE: http://library.austintexas.gov/