Librarian 2 (Youth Services Librarian)

Library Systems & Services
Camarillo, California, United States

Salary: Not stated

Status: Full-time

Posted: 07/17/17

Deadline: Not stated

Position:
Librarian 2 (Youth Services Librarian)

Position Description:
The Librarian 2 (Youth Services Librarian) is the senior level position in the Librarian job family. The Youth Services Librarian supervises four professional and paraprofessional staff in the Children’s and Teen Services departments, provides professional reference assistance to library patrons, plans a variety of library programs, is responsible for collection development in collaboration with the central selection unit, and assists at the circulation desk as needed. This position reports to the Library Director and cooperates with other staff members to meet the needs of the public, community, and the library.

Position Responsibilities:

• Plan, advertise, present, and evaluate standard yet innovative library programs
• Interview, train and oversee the work of others to achieve the library’s operational goals
• Conduct regular meetings with staff to guide progress towards individualized professional development goals
• Author grant applications to secure program funding
• Serve as a community liaison and perform outreach activities that build partnerships with the Friends of the Camarillo Public Library, local schools and organizations
• Responsible for all aspects of collection development and management in consultation with the central selection unit, including selection, ordering and weeding of books, EBooks and other media
• Provide proficient reference and reader’s advisory assistance
• Create and administer website content for events and programming
• Create displays and flyers to advertise and promote library activities
• Create and submit statistical and narrative reports about Youth Services staff activities on a regular and ad hoc basis
• Maintain accurate and transparent records for financial accounting purposes that demonstrate the ability to stay within project budgets
• Follow all legal and policy requirements approved by the City Council of Camarillo
• Keep up with library and demographic trends to ensure the library is contemporary and utilizing best practices
• Know and understand the American Library Association’s Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement, recognizing that freedom of access is a fundamental tenet of a public library; in addition to these freedoms, support client discretion of materials available at your library
• Follow all legal and policy requirements related to patron privacy and custodianship of patron records

Required Qualifications:

• MLS or MLIS degree required
• 3 years librarian experience
• Multilingual speaking is a plus
• Knowledge of and previous use of library databases and services including materials selection tools
• Ability to research and use a wide variety of library data bases
• Proficiency in MS Office suite including Excel, Word and Powerpoint
• Excellent customer service skills
• Strong written and verbal communications skills
• Ability to work in a self-directed environment with minimal guidance
• Good organizational, time management and problem solving skills
• Able to work a flexible schedule including weekdays, evenings and weekends

Closing Date: Not stated