

*The job description below is not intended to describe, in detail, the multitude of tasks that may be assigned, but rather to give the employee a general sense of the responsibilities and expectations of this position. Bucks County Free Library reserves the right to modify this job description at any time with or without notice.*



### Bucks County Free Library Job Description

**Job Title:** Youth Services Librarian  
**Job Classification:** Librarian 1, 2, 3  
**Department Name:** Branch  
**Reports To:** Library Manager  
**Date Prepared:** August 2016  
**Approved By:** Chief Executive Officer

**POSITION SUMMARY:** The Youth Services Librarian plans and implements or participates in planning and implementing a comprehensive program of library services for children from birth through teen years, as well as parents, caregivers, and community organizations serving them. This may include collection management; reference and reader's advisory; outreach and programming; advocacy and public relations. The Youth Services Librarian may guide the work of other staff and/or volunteers supporting Youth Services efforts.

The Youth Services Librarian 1 position is an entry-level position with the same duties and responsibilities as Librarian 2. This is a bargaining unit position.

#### MINIMUM EDUCATION AND EXPERIENCE:

- Requires a master's degree. Degree required: Library/Information Studies or Education
- **Librarian 1** – One year of related experience
- **Librarian 2** – Two years of related experience
- **Librarian 3** – Three years of related experience
- Must have current driver's license, insurance, and own transportation or ability to travel among many library sites
- Applicant must provide on date of hire the following three required clearances: PA State Police Criminal Record Check; PA Child Abuse History Clearance; and FBI fingerprint-based background check.

#### SCOPE OF RESPONSIBILITY:

- **Staffing Responsibility** –  
**Librarian 1 & 2** – May guide the work of other staff or volunteers.  
**Librarian 3** – Functions as a lead worker performing essentially the same work as those supervised but providing some guidance or training to others. Has input into performance evaluations.

- **Supervision Received –**
  - Librarian 1** – Work is assigned and performed under direct supervision. Position functions independently on routine work, but questionable cases and situations are referred to immediate supervisor.
  - Librarian 2** – Work is assigned and performed under general supervision with little functional guidance, following established procedures. Situations are rarely referred to a supervisor unless a change to policy or procedure is involved.
  - Librarian 3** – Position functions under general direction of a supervisor or manager and uses a wide range of procedures to meet job responsibilities. The position plans and arranges own work and refers only unusual cases to supervisor.
- **Customer Satisfaction and Service –**
  - Librarian 1 & 2** – Understands and communicates moderately complex information and identifies and resolves routine problems to ensure that customer satisfaction and service are maintained through daily interaction with internal and/or external contacts.
  - Librarian 3** – Understands and communicates complex information, resolves complex problems, including some accountability for ensuring customer satisfaction within assigned areas.
- **Decision Making Impact –**
  - Librarian 1 & 2** – Productivity or actions affect the work of others in the immediate work group or several customers.
  - Librarian 3** – Productivity or actions affect a number of work groups, an entire function or large department or numerous customers.
- **Communication – Type of Interaction and Level of Contact –** Interaction requires a great deal of tact, sensitivity and cooperation, facilitating conversations with or providing information to members of the public or staff who may have differences of opinion. Level of contact is primarily with library users, co-workers, and/or supervisors.
- **Complexity –**
  - Librarian 1 & 2** – Work is generally well defined with clearly stated directions, but involves some non-routine or unusual assignments that may require the use of new approaches or occasional independent judgment.
  - Librarian 3** – Work is diversified and moderately complicated, requiring judgment to select options and in applying established practices and procedures. Involves regularly making choices about how to address problems.
- **Budget Responsibility –**
  - Librarian 1** – Has no responsibility for a budget.
  - Librarian 2** – Keeps budget records, including cash receipts, but is not responsible for authorizing expenditures.
  - Librarian 3** – Keeps budget records, including cash receipts, and monitors budget expenditures, notifying the appropriate supervisor of problems or issues. Monitors time sheets.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The job's essential or most important functions and responsibilities. Includes all aspects of the job, whether performed daily, weekly, monthly, annually, or at irregular intervals.

**Librarian 1/2:**

**Outreach and Programming**

- Prepares, promotes, presents, and evaluates in-library and outreach programs of all types and using a variety of media.
- Coordinates and implements local branch and countywide programs, such as One Book and Summer Reading.
- Cultivates and maintains strong relationships with local schools and other community groups, including visits.
- Tracks, compiles, and submits programming statistics and evaluation forms.
- Represents the library at various promotional events and activities.
- Conducts tours or orientation sessions for library users or guests.

**Reference and Reader's Advisory**

- Provides reference services, including answering questions, reader's advisory, group instruction, and catalog assistance.
- Is responsible for holds/request/pull lists/ILL.
- Assists library users with Internet resources and productivity software (Windows, Word, Excel, etc., or equivalent), including accessibility resources.
- Assists library users sign up for and use library equipment such as computers, printers, and copiers, microfilm readers. Troubleshoots equipment problems.
- Assists with general reference and/or circulation duties as needed.

**Collection Management**

- Purchases and/or recommends materials for purchase based on established selection criteria, library user requests, community needs, reviews, and/or professional knowledge.
- Participates in development of yearly collection management plan with direct supervisor and/or consultant.
- Participates in systemwide weeding and replacement projects.
- Contributes to cooperative efforts in producing recommended reading and selection lists.
- Markets library materials. Merchandises collections.

**Related Duties**

- Attends and participates in branch, committee, or system-wide meetings.
- Participates in professional activities, such as professional reading, contributing to publications, and attending local and/or other training/conferences.
- Guides the work of other in-branch staff or volunteers.
- Maintains the orderliness and safety of individual and shared staff work areas.
- Monitors public areas and library user behavior, and takes steps necessary to ensure safety and an appropriate environment are maintained.
- Assumes other duties and projects as assigned.
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**Librarian 3 includes all duties of Librarian 1/2 plus:**

**Outreach and Programming**

- Develops or assists with the development of a comprehensive plan for youth programming with the direct supervisor and/or consultant.

**Reference and Reader's Advisory**

- Works with the direct supervisor and/or consultant to continually evaluate reference service to youth and their adults and suggest and implement improvements to those services.

**Collection Management**

- Creates and/or participates in the creation of a yearly collection management plan with the direct supervisor and/or consultant.
- Coordinates and/or participates in the implementation of system wide youth materials weeding and replacement projects.
- Creates and/or participates in a materials marketing plan for youth materials in the branch including guiding display creation, organizing collection for ease of use, and/or guiding the creation of marketing materials.

**Related Duties**

- Attends branch, committee, and system wide meetings. Serves as leader of committees or teams.
- Guides the work of other professional staff in branch.
- Mentors new youth services staff countywide.
- Assumes other duties and projects as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of standard practices for providing customer service in libraries, including needs assessment, meeting quality standards, and evaluating customer satisfaction.
- Knowledge of the philosophy and objectives of public library service and the principles and methods used in library system operations.
- Knowledge of the needs and interests of parents, caregivers, and other adults who use library resources and services.
- Knowledge of the principles and processes for showing, promoting, and selling products and services, including marketing strategy and tactics, product demonstration, and sales techniques.
- Knowledge of personal computer hardware and software and library information systems.
- Knowledge of administrative and clerical procedures and systems, such as word processing, spreadsheet, and database programs.
- Knowledge of current trends in reading, public library collections, and the publishing industry.
- Ability to consistently arrange things or actions in a certain order or pattern according to a specific rule or set of rules.
- Coordination skills. Ability to adjust actions as needed in relation to others' actions or changing conditions.
- Judgment and decision making skills. Ability to consider and anticipate the relative costs, benefits, and possible consequences of an action.

- Active listening skills, such as giving full attention to what others are saying, taking time to understand key points, asking questions, and listening without unnecessary interruption.
- Time management skills, including the ability to manage the time of others.
- Ability to apply critical thinking skills such as logic and inductive or deductive reasoning to analyze problems, identify alternative solutions, and implement plans in support of goals.
- Social skills. Awareness and understanding of others' reactions.
- Ability to speak clearly and identify and understand the speech of others.
- Ability to clearly communicate information and ideas in writing and speaking in English so that others with differing knowledge, skills, abilities, education, and experience will understand.
- Ability to read and listen to and understand complex information in English.
- Manual dexterity, including the ability to move the hand, the hand together with the arm, or two hands to grasp or manipulate objects.
- Ability to add, subtract, multiply, or divide quickly and correctly.
- Ability to see details at close range (within a few feet of the observer).
- Ability to shift back and forth between two or more activities or sources of information, such as viewing, touching, listening, and speaking.
- Ability to make fast, simple, repeated movements of the fingers, hands and wrists.

## COMPETENCIES

**Job Knowledge and Skills:** Possesses and applies the required functional and technical knowledge and skills to successfully accomplish work and meet goals in all job areas and work unit functions.

**Problem Solving and Decision Making:** Recognizes or anticipates problems and uses experience, knowledge, and analysis to brainstorm and implement effective solutions. Exercises good judgment and makes effective, timely decisions, even when information is limited or solutions may involve unpleasant consequences.

**Delegating, Training, and Appraising Work:** Communicates expectations, monitors performance, and provides timely feedback. Consistently keeps records of all coaching and counseling sessions. Makes sure employees are assigned work that uses their time and talent effectively. Develops employees so they can fulfill current and future job responsibilities.

**Planning and Project Management:** Develops and implements strategies to produce quality work within the parameters of existing resources and constraints. Develops and implements effective project plans and timelines. Functions well as a team leader or member.

**Communication:** Expresses facts and ideas in a clear, convincing, organized, and timely way. Keeps others informed. Stays informed. Listens well.

**Customer Service:** Meets and anticipates customer needs. Maintains uncluttered, welcoming spaces.

**PHYSICAL DEMANDS:**

Amount of on-the-job time spent on the following physical activities. Definitions below indicate the frequency of occurrence.

- None – The person does not perform this activity.*
- Occasionally – The person does the activity up to 33% of the time.*
- Frequently – The person does the activity 34% to 66% of the time.*
- Continuously – The person does the activity 67% to 100% of the time.*

<u>Activity</u>	<u>None</u>	<u>Occasionally</u>	<u>Frequently</u>	<u>Continuously</u>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive Hand Motion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching/Working Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing or balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping, kneeling, crouching or crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Does this job require that weight be lifted or force be exerted?  Yes  No  
 If so, how much and how often?

<u>Activity</u>	<u>None</u>	<u>Occasionally</u>	<u>Frequently</u>	<u>Continuously</u>
Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 25 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs. (force exerted)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 lbs. (force exerted)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>