Youth Librarian (MLS or Bachelor's)

Job Classification: Full-Time, 40 hours/week; Non-Exempt; Fringe Benefits; OPERS Retirement
Job Location: Ida Rupp Public Library

JOB DESCRIPTION
Job Summary:
The Youth Librarian oversees the Teen collections (books, movies, graphic novels, etc.) and all programming and services for upper elementary and intermediate students. Reporting directly to, and working closely with, the Assistant Director, the Youth Librarian will also collaborate most often with the Children's Librarian, Youth Associates, the Director, Circulation Supervisor, and Fiscal Officer.

Essential Duties and Responsibilities:
- Orders Youth materials and oversees maintenance of collection.
- Catalogs, and maintains Youth collection of materials.
- Plans and executes programs for Youth, including, but not limited to summer reading and special events. Serves as a backup for Children's Librarian.
- Collaborates with the Marketing Associate to compose and prepare public relations materials such as news releases, flyers, brochures, etc. for Youth programs and activities.
- Provides patron service by assisting patrons with Public Access Catalog (PAC), copiers, printers, etc. and locating or retrieving materials for patrons.
- Provides outreach to local schools and other community organizations.
- Collaborates to create displays for Youth areas in the library.
- Assists, with supervision, in maintaining collection for circulation by processing various reports which involve searching for and locating Library materials.
- Processes and sorts returned materials accurately and efficiently.
- Utilizes computer applications and library equipment, maintains current knowledge of system-wide and location-specific procedures, processes, policies and operations. Utilizes Intranet, email, and voicemail to maintain open channels of communication
- Processes reserved items for both incoming and outgoing delivery. Assists in the shelving/retrieval of items for patrons.
- Maintains shelves throughout location, including shelf reading, shifting material to ensure appropriate distribution of materials, merchandising items, and straightening items on shelves.
- Working a varying schedule that includes evening shifts and participating in the Saturday rotation.
- Performs other duties as assigned including serving on staff teams, committees, etc.

Additional Duties:
- Receives and shelves materials with accuracy and timeliness.
- Prepares location for opening and closing by straightening furniture and shelves, reshelving loose materials, restocking displays, and picking up debris.
- Completes miscellaneous duties such as shelving, running holds lists, etc. Completes other duties as assigned by supervisor.
- Performs reader's advisory skills as needed; assists with departmental programming as needed.
- Develops reading, reference, and research materials through the selection and purchase of books, materials, and equipment.

Interaction: Library staff, patrons, and community organizations/individuals.

11/12/25

Minimum Qualifications:
- Bachelor's Degree.
- Works well with youth of all ages, specifically upper elementary.
- Knowledge of current library trends, specifically within youth services.
- Ability to operate Library technology systems, including personal computer, software programs and other job related equipment.
- Ability to maintain confidentiality and use appropriate judgment in handling information and records.
- Ability to work accurately with attention to detail.
- Ability to work a flexible schedule that may include days, evenings and weekends.
- Proficient in the use of the Integrated Library System (ILS).
- Successfully pass a background check.
- Valid driver's license and reliable transportation.

Highly Preferred Qualifications and Competencies:
- Master of Library Science.
- Works hard and is energized by challenges. Seizes opportunities and acts upon them.
- Proficient in the knowledge and skills required to perform the job at a high level of performance.
- Manages time effectively and efficiently. Focuses time and effort on priorities and across a range of activities.
- Acts with the patron in mind using information gained from interacting with the patrons. Meets the expectations and requirements of external and internal patrons.
- Gains technical skills quickly. Capable of learning new organization, product or technical knowledge.
- Exhibits creativity.
- Provides mentorship and leadership.

Computer/Technology Skills/Equipment/Software Skills:
- Microsoft Office (Excel, Outlook, PowerPoint, and Word).
- Integrated Library System (ILS), preferably SirsiDynix Symphony Workflows.
- Integrated Library System (ILS) reporting software, preferably BLUEcloud Analytics.
- Library research interfaces such as EBSCOhost, ProQuest, etc.
- Web browsers including Google Chrome and Microsoft Edge.
- Digital Library programs such as Overdrive, Hoopla Digital, etc.
- Print Management software, preferably Envisonware.

Supervisory/Management Responsibility: Volunteers as needed.

Travel Requirements: Occasional travel to other Ida Rupp Libraries locations, outreach events and training.

Physical Demands: Nature of work requires an ability to effectively communicate and exchange information, collect, compile and prepare work documents operating standard business office equipment. Periodic to occasional travel by automobile is required for position responsibilities and/or

training. Manual dexterity and physical ability to perform tasks. (i.e. repeated lifting, continual standing, reaching, bending, and walking).

Work Environment: Majority of the work performed in a general office/library environment. May require availability for extended or nontraditional hours as needed to perform job duties. Requires periodic participation and attendance at related library events and training.

DISCLAIMER: The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.