



Youth Librarian (MLS or Bachelor's) – Teen Focus

Organization: Ida Rupp Public Library

Hours: Full-Time, 40 hours/week; Non-Exempt; Days, evening and weekend hours

Salary: \$18.00 - \$24.00/hr (bachelor's) dependent upon qualifications
\$20.00 – \$27.00/hr (MLS) dependent upon qualifications

Ida Rupp Public Library is seeking a librarian who enjoys working with youth of all ages, but has a special affinity for teens and tweens to serve as our Youth Librarian with a teen focus.

The Youth Librarian oversees the Youth collections (children's and teen books, movies, graphic novels, etc.) and all teen and tween related programming and services. Reporting directly to, and working closely with, the Assistant Director, the Youth Librarian will also collaborate most often with Youth Associates, the Director, Circulation Supervisor, and Fiscal Officer.

Duties:

Orders all youth (teen and children's) materials and oversees maintenance of collection.

Catalogs, and maintains teen collection of books, graphic novels, and video games.

Plans and executes programs for teens and tweens.

Maintains Teen web page and announcements on the library's website.

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 middle schools and high schools and other community organizations.

Creates displays for the Teen area. Oversees displays for children's area.

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.

Requirements:

Bachelor's Degree. Master of Library and Information Science preferred.

Works well with youth of all ages, enjoys interacting with tweens and teens.

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.

Application Process:

For consideration, please send a completed [application](#) and resume (applications can be found on our website) to:

cmcgrath@seolibraries.org

or

Courtney McGrath, Assistant Director
Ida Rupp Public Library
310 Madison Street
Port Clinton, OH 43452

Deadline: Application materials received by Monday, August 28, 2023 will receive priority.

Complete job description can be found on our website www.idarupp.org/careers