

**ROLLING MEADOWS LIBRARY**  
**Job Description**

**Job Title:** Youth Services Librarian- Education Services Coordinator  
**Department:** Youth Services  
**Reports To:** Director of Youth Services  
**FLSA Status:** Non Exempt  
**Approved Date:** 4/2023

**SUMMARY**

Responsible for the performance of professional library duties in achieving the goals of the department. Promotes reading for knowledge and recreation. Provides information services to children, their parents, and those who work with children. Assists non-professional staff in reaching department goals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: (Other duties may be assigned)

- Coordinates in person and online education services for the youth department
- Designs, plans and implements library programs and other services, which fulfill the diverse educational, recreational and personal needs of children both in the library and in the community
- Works directly with Department Director on staff training and meetings, personnel, budget, and department planning
- Executes collection development in YS areas in coordination with the Department Director
- Recommends and selects materials for circulation in Teacher Bags
- Compiles and distributes teacher information packets to promote school services
- Collects and compiles statistics on Teacher Bags, class visits and others, as requested
- Maintains a working relationship with Resource Center directors, teachers and other school staff
- Compiles statistics and assists in preparation of reports, as assigned
- Coordinates the school delivery service via the District 15 van
- Assists children, parents and caregivers in recommending, locating and using print and electronic resources to answer readers advisory and reference questions.
- Compiles bibliographic aids and brochures as assigned
- Prepares display cases and other displays, as assigned
- Performs procedures assigned to the Ask Me Desk
- Understands and enforces Library policies and procedures while safeguarding confidential information
- Maintains working knowledge of children's literature, age appropriate trends, and emerging technologies in the library science industry
- Refines and enhances reference skills by reading professional literature and attending seminars, workshops, and meetings
- Sorts, shelves, and maintains books and other library material in an orderly fashion
- Shelf reads assigned areas
- Represents the department at committee meetings, community and library events
- Performs tasks to safely and securely close the building as outlined in the current Closing Procedures checklist

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and EXPERIENCE**

Master of Library Science degree (MLS) from an ALA accredited school or substantial steps toward completion of degree and equivalent experience. Supervisory experience preferred.

## **SUPERVISORY RESPONSIBILITIES**

Works directly with the Department Director to carry out supervisory responsibilities in accordance with the organization's policies and organization chart. Responsibilities include training employees; planning, assigning, and directing work; addressing complaints, and resolving problems.

## **OTHER SKILLS AND ABILITIES**

Ability to enthusiastically engage and communicate with patrons of all ages

Ability to establish and maintain working relationships with patrons, teachers and coworkers

Knowledge of professional practices and techniques of library service, particularly as they apply to children

Possess excellent communication skills orally and in writing

Knowledge of publishers and vendors, publishing trends and material availability

Knowledge of standard collection development practices

Knowledge of standard reference sources

Knowledge and ability to use computers, relevant software and other technological innovations

Ability to manage multiple tasks with efficiency, skill and accuracy

Ability to work efficiently both independently and as a team member

Enthusiastic and positive public service attitude

Ability to use good judgement following procedures in support of library policies

Ability to remain calm and courteous under pressure

Ability to exercise initiative

Strong organizational and attention to detail skills

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand for long periods of time, use hands to handle and process different library materials; and to stretch and reach using both arms and hands. The employee must occasionally lift and/or move book bags weighing up to 25 pounds. While performing sorting and shelving duties, which includes pushing book carts, the employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds. The employee must also stoop, kneel, and crouch to locate and organize library materials.

## **WORK ENVIRONMENT**

The noise level in the work environment is usually moderate.