

Position Title: Youth Services School Liaison Librarian

Department: Youth Services

Supervisor: Library Director

Position Description: The Youth Services School Liaison Librarian has considerable contact with the public managing the day-to-day operations of the Youth Services Department, providing reference assistance to patrons, and planning creative and innovative programming focusing on children and teens ages 0-18, their caregivers and their families. This position also requires working closely with Fairport Harbor Schools teachers and staff in developing lesson plans and programming and bringing groups of students to the library on a daily basis for lessons in library literacy and library protocol. The Youth Services School Liaison Librarian is also responsible for maintaining the print and media collection of the library's youth collections. This position requires much independent judgment and may involve supervisory responsibilities. The Youth Services School Liaison Librarian staffs the Youth Services circulation/reference desk. The ability to work a flexible schedule with occasional evening and weekend hours is required. This is a part-time (25-30 hour) position with job sharing required. The individual selected will have some overlap with the Youth Services Librarian and a degree of flexibility in scheduling as long as required service hours are covered adequately.

Qualifications: The Youth Services School Liaison Librarian must have a 4-year college degree/bachelor's degree plus a demonstrated knowledge of library principles and an affinity for library work. A background in education is a plus. Candidates must be able to work cooperatively in accomplishing the stated goals of the Youth Services Department. This position requires experience working with children in an educational setting or leading group activities. Experience in customer service, community outreach, public speaking, event planning, and working with diverse populations is needed. Must have a sincere interest in, comfort with and a genuine desire to serve and engage with children and young people of all abilities and backgrounds. Facility with social media is required. Experience in electronic device troubleshooting and computer use education is also desired. Candidates must have an interest in and strong knowledge of current literature and media for children 0-16 as well as a general knowledge of popular materials for patrons of all ages. A valid driver's license is required, and candidates must be able to pass a background check. The Youth Services Librarian reports to the Library Director and may also take direction from the Adult Services Librarian.

Essential Duties and Responsibilities:

- Structure, plan, direct, present, execute, and evaluate a year-round schedule of creative and innovative programming for various ages and abilities for children and teens ages 0-18 and their caregivers based on community needs and interests, both inside and outside the library.
- Collaborate with Fairport Harbor Schools teachers and administrators in planning and implementing library oriented programming and lessons for students k-12.
- Work with library patrons to provide appropriate resources responsive to their needs by means of reference interviews or reader's advisory services.
- Resolve patron issues in a pleasant, timely, and professional manner.
- Promote the activities of the Youth Services Department and provide department information for media releases and promotional materials.
- Develop, select, order, and provide a quality collection of youth print and audio-visual materials to meet patron demands and current trends.
- Work collaboratively to oversee and monitor budget for youth print and audio-visual collections.
- Ensure that the Youth Services Department projects a pleasant and inviting environment that meets the needs of patrons.

- Ensure the Youth Department staff responds to patron needs and requests in a friendly and professional manner.
- Collect data and prepare monthly and yearly Board of Trustees reports on departmental operations.
- Participates in the weeding and maintenance (timeliness, condition, display, orderliness) of the youth collection.
- May supervise Youth Services staff, maintaining a good working environment and allocating specific work assignments and responsibilities pertaining to departmental operations and services.
- Serve as the liaison to Fairport Harbor Schools, creating and maintaining a strong, collaborative relationship with FHEVS teachers, staff, and administrators.
- Develop and maintain collaborative relationships with local organizations and community educators serving children and their adult caregivers, providing needed services.
- Keep current on technological advances, innovative services and procedures, and current resources through reading professional literature in the field.
- Assists with community engagement initiatives.
- Attend weekly meetings with FHEVS teachers and staff.
- Other duties as assigned by the Director.

Physical Demands: This position requires the ability to read titles on shelves and print on computer screens and involves extensive computer use. It also requires physical agility and strength and the ability to bend, reach, lift and carry up to 50 pounds. Must be able to push and pull loaded book carts and other library equipment and materials. Physical activity includes but not limited to prolonged periods of sitting, as well as periods of standing, walking, stretching, bending, and stooping. Must be able to work in areas that may contain dust or other allergens.

Position Specific Competencies:

- Ability to collaborate and work closely with fellow Youth Services Librarian contributing to a smoothly run department responsive to the needs of students, teachers, and library patrons.
- Ability to think creatively, and to improvise in unforeseen circumstances.
- Must be flexible and maintain a sense of humor when dealing with day-to-day issues.
- Must be customer service-oriented and project an upbeat attitude.
- Must be self-motivated and able to work independently.
- Demonstrates excellent oral and written communications skills.
- Must possess excellent organizational skills and be able to prioritize.
- Must be comfortable speaking in public and leading group discussions.
- Ability to encourage library usage and reading based on knowledge of children's reading abilities and developmental stages.

Compensation:

- Salary commensurate with qualifications and experience.
- The FHPL benefits package: retirement contribution, paid vacation, paid holidays, and sick leave.
- Access to professional development opportunities.

Contact:

- To apply, email cover letter and resume to karen.zoller@fairport.lib.oh.us

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