

City of Carlisle  
**JOB DESCRIPTION**

Job Title: Youth Services Librarian

Reports to: Library Director

**JOB PURPOSE:**

The Youth Services Librarian performs professional library functions requiring specialized knowledge and expertise in all areas of public library services, especially those areas relating to toddler and elementary school-aged children, teens, parents, caregivers and educators. This position requires a high level of skill in customer service, daily work with the public and possesses the ability to successfully do detailed work such as research, reporting, project planning and problem solving.

**ESSENTIAL FUNCTIONS:**

(Order of Essential Functions does not indicate importance of functions.)

1. Plans, organizes and implements services, programs, and materials for youth, educators, parents and caregivers. Instill a lifelong love of reading and learning while supporting the library's mission for the public.
2. Provides outreach to the community. Consults with school media specialists, teachers, home schooling parents and daycare providers to coordinate programs and materials and to promote the services of the library.
3. Utilize high level computer skills to create user guides, promotional materials, and publicity spotlighting youth collections, services and programs including social media.
4. Plans and implements weekly story times in the library and daycares within the community.
5. Plans and implements a variety of youth programs throughout the year, including, but not limited to, the Summer Reading Program for early literacy, children and teens.
6. Helps plan special events, including community-wide events that involve collaboration with other City departments and community partners.
7. Collaborate with the Director about the direction and scope of youth programming.
8. Work with the Director to select and maintain library materials for youth, including print, audio-visual and electronic formats.
9. Maintains an attractive and functional collection.
10. Receive and prepare new library materials for circulation as needed.
11. Create and maintain material title lists for patron readers' advisory.
12. Assists in the withdrawal of library materials according to the library's Weeding Policy.

13. Instructs library patrons in the use of the library online catalog, online databases, and print resources. Assists users of the computer system including possible classes or one-on-one assistance for electronic reading devices as well as computer literacy classes.
14. Assists patrons in the use of the library and with finding materials.
15. Check items in and out of the library.
16. Compiles statistics and reports as directed.
17. Assists Library Director with training as needed.
18. Tracks program expenditures in relation to annual budget.
19. Performs other duties or assumes other responsibilities as assigned.

**SUCCESS FACTORS:**

1. Supports all efforts to increase cooperation, communication, and collaboration between and among staff, library patrons and volunteers.
2. Seek to improve the effectiveness and efficiency of all library operations with positive and creative approaches to challenges.
3. Ensures regular and punctual attendance to allow for effective teamwork with other employees, face-to-face interaction with patrons and staff and working with items or equipment located at the Carlisle Public Library.
4. Demonstrates sound time-management skills.
5. Acknowledges and accepts the Library's mission, respects the Library's confidentiality regulations and maintains the integrity of the Carlisle Public Library.
6. Continually seeks and participates in opportunities for continuing education and professional growth.
7. Upholds all City and Library policies, procedures and ordinances.
8. Represents the City professionally and effectively to the community and library patrons.
9. Has a professional understanding of librarianship including child growth and development.

**QUALIFICATIONS (KNOWLEDGE, SKILLS, EXPERIENCE):**

1. High School Diploma (Bachelor's Degree preferred)
2. Two (2) years of experience working with children and teens of all ages. (library experience preferred).

3. Obtain Iowa Public Library Staff Certification within one year of hire or as courses are available; maintain Iowa Public Library Certification by attending available continuing education courses and seminars.
4. Demonstrate success in interpersonal and communication skills.
5. Must know how to use electronic resources and other information technology sources to meet typical library needs or be able to become proficient at these resources within the first 60 days on the job.
6. A working knowledge of office equipment is desirable.
7. Required to move or lift 25 pounds and occasionally up to 35 pounds.
8. Ability to sit for long periods of time and to maintain focus on projects such as computer screens or detailed paperwork.
9. Ability to stand for long periods of time while assisting patrons.
10. Be able to effectively communicate orally (in person and over the telephone) and in writing (using electronic and handwritten) in English with other employees, library patrons, and the community.
11. Be comfortable working in close proximity to other staff and patrons all ages.
12. Access to transportation with insurance at required state levels to conduct business throughout the assigned area.

**WORKING CONDITIONS:**

1. Climate-controlled offices with hazards typical of that environment, minimal outdoor work is required.
2. Standard work hours must be flexible and include evenings and weekends.

Revised and approved 3/20/25