Youth & Teen Librarian

Summary
Reporting to the Executive Director you will promote the mission and vision of the Library to patrons and the community. Your responsibilities include youth and teen collection development and acquisitions as well as creating and implementing programs and services for youth and families. We’re looking for that dynamic person to join our collaborative working team, live our mission and make a difference with our most impressionable clientele. That could be you! Apply now to the only non-profit library in Maricopa county – you’ll love what you find here at Desert Foothills Library.

Essential Functions
• Manages acquisition and collection development efforts, including using patron feedback, Dead on Arrival Reports and professional publications to guide decisions (youth & teen).
• Purchases, receives, processes and classifies books and materials (youth & teen).
• Accurately tracks spending to ensure purchases stay within budget (youth & teen).
• Maintains collection by weeding out obsolete or damaged materials and replacing same (youth & teen).
• When needed, enters library materials into the database in accordance with the MARC standard using established utilities such as OCLC (youth & teen).
• Maintains circulation data and prepares regular statistical reports for the Executive Director (youth & teen).
• Plan, develop, advertise and implement children’s and youth programs for ages pre-school to teen.
• Recruit and train teen volunteers to assist library patrons in a courteous, professional and timely manner, directing Library patrons to the appropriate personnel to answer reference questions, assist in locating library materials, shelving books, and in maintaining a clean, inviting environment.
• Research and apply for youth services grants.
• Recommend annual budget requirements for children and youth activities.
• Provide reference services to children and youth; instructing them in the use of the electronic resources related to Internet and library automation systems. Assist patrons in locating materials. As required, provide reference assistance.
• Represent the Library in outreach opportunities. This includes outreach and services with the local school districts.
• Oversee and identify trends in children and youth reading collections to meet the needs/wants of patrons.
• Provide input in the development of the Library’s strategic plan for youth services and implement the long-term goals developed by the Board.
• Establish and maintain a positive, effective, and cooperative working relationship with patrons, staff and volunteers, as well as the Board of Directors, business community leaders and the public.
• Attend meetings, conferences and seminars of local, state, national and professional organizations devoted to children and youth services.
• As required, may respond to inquiries and complaints relative to Youth Services.
• Cooperate with staff by working schedules that include evenings and weekends.
• Perform other related duties, as assigned.
• This position is in-person, full time and is salaried for 40 hours per week.

Preferred Qualifications

The ideal candidate will share the Desert Foothills Library’s commitment to its mission and will bring a broad range of skills and experience including but not limited to:

• Must have the ability to work with a diverse population and effectively provide excellent customer service to a large number of customers simultaneously
• Ability to work independently and in a team environment
• Solid interpersonal, oral, and written communication skills
• Strong networking, facilitation and outreach skills
• Ability to prioritize and complete multiple tasks, and meet program deadlines
• Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, co-workers, management personnel, and the public
• Ability to create clear and concise reports, and to deliver them orally to a wide variety of audiences

Education/Experience

• Master’s Degree in Library and Information Sciences from an ALA accredited institution preferred. Candidates completing M.L.I.S. degree will be considered.
• Minimum one-year experience working with youth required.

Salary & Benefits

$45,000 - $52,000
Competitive benefits package including medical insurance, matching 401k and vacation.
As Arizona’s only non-profit, independent library, you will have the unique ability to innovate quickly and create meaningful and personalized experiences for residents.
Please send a letter of interest and current resume to Dr. Debra J Lay, Executive Director: dlay@dfla.org

Accepting applicants until filled