

## **Job Title: Children's and Young Adult Librarian (Library Assistant III)**

**FLSA Status:** Non-Exempt

**Job Status:** 40 hours/week – Reports to Decorah Public Library Director

### **Essential Duties Required:**

- Assist in the development, implementation, and evaluation of long range and short term goals and objectives to meet the needs and demands of the community
- Design, promote, and implement engaging programs for children and young adults that foster creativity, confidence, and hands-on learning (including but not limited to Toddler Time, after-school programs for elementary and middle school kids, teen programs, and an annual Summer Reading Program)
- Organize and implement outreach to local pre-k through 1<sup>st</sup> grade classrooms
- Collaborate with area educators to offer field trips to the library during the school year
- Create and maintain positive relationships with community partners including schools, children's service agencies, preschools, and day care agencies
- Build programs that foster connections between the library and other community groups
- Prioritize and participate in relationship-building activities with area families
- Manage and promote all aspects of library collections for youths ages 0-18, including digital resources
- Assist children, parents, caregivers, and educators with selecting library materials
- Promote and nurture the habit of reading
- Develop and manage grants to support children's and young adult services and programming
- Collaborate with library staff and partners to promote library programs, collections, and services through the creation of high quality text and graphic materials distributed to varied media platforms, including but not limited to social media, print media, and radio
- Maintain accurate records of materials budget and program statistics
- Establish and maintain effective working relationships with the Library Director and staff, the Library Board of Trustees, the Friends of Decorah Public Library and other funders, City Council, City staff, civic and special interest groups, the general public, and media representatives

### **Additional Duties Required:**

- Miscellaneous library duties as assigned, including assisting at the circulation desk as needed
- Participation on management team with Library Director and other staff (for policy creation, strategic planning, program collaboration, marketing, budgeting, etc.)

Other duties as deemed necessary for the successful operations of the Children's & Young Adult Program

### **Required Travel:** (Applicant must have own vehicle and maintain proper vehicle insurance)

- Outreach visits to classrooms in Decorah schools (Sept-May)
- Occasional attendance at workshops, conferences, or other continuing education events in Iowa

### **Qualifications:**

- Bachelor's degree in education or child development required; Master of Library Science with a specialization in Children's & Young Adult Librarianship preferred
- 3-5 years experience working with children/young adults in a school or library setting required
- Must have (or be able to obtain within one year) State Library of Iowa Staff Certification
- Working knowledge of children's and young adult literature, reading levels, and literacy research

- Excellent written and oral communication skills
- Computer literacy (internet, Word, Excel; willingness to learn new software as needed)
- Valid Drivers' License

**Work Environment:**

- The Decorah Public Library is located in a 2 story, handicap accessible building
- Position may require long periods of standing or sitting
- Medium work requiring the exertion of up to 50 pounds of force occasionally and up to 20 pounds of force frequently
- Frequent bending, kneeling, and stooping required
- Flexible scheduling including one Saturday per month (approx. 4 hours) and 1-2 late starts/evening hours per month (approx. 2 hours)

**The City of Decorah is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer.**

**Position is subject to**

- **pre-employment physical exam including drug testing**
- **Motor Vehicle Record review prior to employment**

**Note: This job description includes the primary job duties and requirements for this position. However, this job description is not intended to provide an exact description of all job duties and requirements. The City of Decorah reserves the right to change this job description at any time.**

**The City places a high premium on its image and, as such, expects all employees to consistently behave in a manner which reflects positively upon the City of Decorah.**

08/12/2019