

ORCAS ISLAND LIBRARY DISTRICT POSITION DESCRIPTION

TITLE: PUBLIC SERVICES LIBRARIAN – YOUNG ADULT

Summary

The Young Adult Public Services Librarian will deliver library services and programs focused on recreation, enrichment, academic support, and workforce development for teens and young adults (typically ages 12–18 years) including those with diverse backgrounds and abilities. The librarian works closely with teens and young adults to provide tailored services and resources and is responsible for decision making regarding collection development. The librarian will also work collaboratively with library colleagues, recommending, implementing, and maintaining operating procedures to assure efficient and effective service to patrons. This position reports to the Library Director.

Scope of Responsibility

Position Specific

Develop, implement, present, and promote programs for 6th–12th grade-aged patrons on Orcas Island. Programs could include a book group, teen advisory board, movie nights, and events held in partnership with community organizations.

Actively supervises the YA room in the library including establishing and enforcing behavior policies. Build supportive relationships with YA library patrons.

Maintain and report statistics related to youth services.

Establish and maintain relationships with all local youth-related organizations including Funhouse, Coalition for Orcas Youth, all Orcas Island schools, and homeschool communities.

Select materials appropriate for the YA collection based on community need within given budget; weed the YA collection as appropriate on a regular basis following the library system's Collection Development Policy. Collaborates with teen and young adult patrons to curate digital resources and special collections based on their interests and needs.

Regularly assesses the needs of the community to identify specific needs of teens and young adults, in order to develop tailored services and programs to meet those needs.

Serves as backup for storytime and other select programs in the absence of the Children's Librarian.

General Duties

Performs customer service functions at the circulation desks and public computing area and provides assistance and information related to library services, fees, procedures, or other issues

Checks library materials in/out; scans materials in library's computerized circulation system; provides patrons with due date information; retrieves books from book drop; identify reserved books; sorts/arranges materials on book carts for shelving; separates new books for display

Places books/materials in appropriate shelving areas; sorts and shelves books, magazines, newspapers, and audiovisual materials in the appropriate order

Assists library patrons in identifying and locating appropriate materials

Schedules/reserves use of library meeting/conference rooms by patrons or community organizations

Monitors inventory levels of library supplies; initiates requests for new or replacement materials

Answers the telephone; provides information and assistance; takes/relays messages or directs calls to appropriate personnel; returns calls as necessary

Within the scope of responsibility, ensure that patron service problems are resolved in a courteous and timely manner

Develops and maintaining effective working relationships with colleagues, volunteers, Friends of the Orcas Island Library, and other relevant organizations on the island

Maintain knowledge of current trends and developments in field of Librarianship. Participate in appropriate Library conferences, workshops, staff meetings, and seminars as authorized

Qualifications

A Master's degree in Library and Information Science from an ALA-accredited school is preferred. Other appropriate experience or training will be considered. Substantial experience as a generalist or specialist in Library work with some supervisory experience is preferred.

Bilingual in Spanish and English preferred.

Requires ability to develop and maintain effective working relationships with other staff and volunteer staff members, patrons, Library Board, Friends of the Library, special interest groups and the community, understand and follow instructions, both oral and written, and understand and comply with the Employee Handbook.

Requires flexibility in scheduling to include nights, weekends and additional hours to cover vacation and sick leave needs.

Requires authorization to legally work in the United States at the time of employment.

Must successfully pass a criminal background check; have basic proficiency with Microsoft Office or equivalent programs; and be comfortable speaking with and in front of community groups.

The statements contained herein reflect general details as necessary to describe principal functions of this job, level of knowledge and skill typically required and scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

THE LIBRARY RESERVES THE RIGHT TO REVISE OR CHANGE THIS JOB DESCRIPTION, EITHER FORMALLY OR INFORMALLY, AND EITHER ORALLY OR

IN WRITING, AS NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

To Apply:

Please submit a letter of interest, resume, and two references to Ingrid Mattson, imattson@orcaslibrary.org, by November 10, 2023.

October 2023