CITY OF MILES CITY **Position Description** ***Youth Services Librarian***	Last Revised	
	Effective	
	FSLA Exempt	Non-Exempt
	Job Class	Administrative
	Department	Library
	Accountable to	Library Director

SUMMARY OF WORK

This position is responsible for planning and presenting services and programs for youth and maintains the library computer systems, and customer service.

ESSENTIAL ACCOUNTABILITIES AND EXPECTED OUTCOMES

1. Plans and presents programs and services for youth.
2. Knowledge of reading materials, including classic as well as popular youth reading collections
3. Maintains the youth section of the library
4. Makes recommendations regarding youth materials
5. Provides a comfortable, pleasant atmosphere for youth and their parents
6. Works the circulation desk, and helps the public locate the information needed
7. Help patrons with technology or equipment
8. The Youth Librarian shall cross train in other areas of the library in order to be able to perform the duties of other librarians and technicians to meet staffing needs.

MINIMUM REQUIREMENTS

Education (knowledge)
High School Diploma required. This position requires knowledge of youth literature and library practices and procedures.

Experience (skills, abilities)
This position requires the ability to relate to youth. This position requires the use of computers, automated library equipment, and the ability to communicate effectively, patiently, and courteously with employees, patrons and other community members. This position requires the ability to work with minimal supervision, prioritize tasks, and communicate effectively with patrons and other librarians.

Certificates/Licenses

DESIRABLE QUALIFICATIONS

Knowledge: Some college course work and/or library experience preferred. Any equivalent combination of experience and training that indicated possession of the knowledge, skills, and abilities listed.

Skills:

Abilities:

PERFORMANCE STANDARDS

Individual performance evaluation shall be based on the following elements:

- Productivity/Independence/Reliability
- Job Knowledge
- Interpersonal Relationships/Cooperation/Commitment
- Attendance
- Adherence to Policy
- Overall Performance

WORKING CONDITIONS

Stand - Regularly

Sit - Regularly

Lift - Regularly

Noise - Minimal

Hazardous materials exposure - Never

Travel - Seldom

Other

PHYSICAL REQUIREMENTS

Must be able to lift at least 50 lbs., push carts, carry and shelve books, boxes, and equipment.

I attest that this City of Miles City Position Description accurately reflects the major duties of this position.

Position Immediate Supervisor: _____ Date: _____
Signature

This City of Miles City Position Description has been reviewed and is recommended by City Human Resource Director.

HR Director: _____ Date: _____
Signature

This City of Miles City Position Description has been reviewed and approved by City Human Resource Committee.

HR Committee Chair: _____ Date: _____
Signature

I, _____, acknowledge I have received and reviewed the Miles City Position Description; this position description will become part of my personnel file.

Employee: _____ Date: _____
Signature