

**TOLONO PUBLIC LIBRARY DISTRICT**  
**ADULT & YOUTH SERVICES LIBRARIAN**

Job Description

**POSITION DETAILS:** The Adult & Youth Services Librarian plans, develops, implements, and evaluates library programs, collections, services, and outreach to all patrons in the library community in consultation with the Library Director. Schedule includes 30 hours per week.

**REPORTS TO:** Librarian

**SALARY:** Starting pay at \$17.00/hour, dependent on experience

**JOB REQUIREMENTS:**

- Associate or Bachelor's degree or one to three years library experience in the areas of Adult and Youth Services or equivalent combination of education, training, and experience
- Experience working with schools and other community agencies

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Performs the essential functions as outlined in the Library Clerk job description
2. Plans, organizes, leads, and supervises innovative and diverse library programs, workshops, and displays for Adult and Youth Services within and outside the library setting, including virtual
3. Coordinates programs to work into library initiatives, departmental objectives, and community events
4. Completes work with speed and accuracy and handles frequent, sudden task changes effectively
5. Develops and presents monthly reports of youth and adult library activities to the Library Director
6. Participates in collection development tasks by assessing targeted areas of the Library's collection, systematically selecting new and popular material, and discarding or replacing damaged or outdated materials that are no longer circulated
7. Works directly with potential program presenters/performers and stays within budget limits
8. Attends continuing education workshops, conferences, and webinars
9. Actively promotes library services, materials, and programs to patrons
10. Responsible for the administrative role of the library when needed
11. Willing to work hours beyond those regularly scheduled, including evenings and weekends
12. Performs other duties as assigned or required

**SKILLS:**

- Excellent oral and written communication skills
- Ability to work with library patrons and staff in a consistently friendly and efficient manner
- Treats everyone with respect; maintains a tranquil library environment
- Ability to work effectively as part of a team as well as independently
- Exceptional organizational, interpersonal, and decision-making skills
- Competency in using computers, office applications, and library-related software
- Demonstrate the flexibility to work various shifts in accordance with the needs of the library
- Knowledge of children's, youth, and adult literature