

**WILLOUGHBY-EASTLAKE PUBLIC LIBRARY  
BARGAINING UNIT POSITION**

**JOB CLASSIFICATION:** Young Adult Librarian

**REPORTS TO:** Building Manager

**POSITION SUMMARY:** Responsible for delivering reference and readers' advisory service to young adults (approximate ages 11-18) and adults while providing a high level of customer service.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Meets and exceeds customer expectations by competent, attentive, friendly and professional customer service
- Provides reference and readers' advisory services to all age groups with emphasis on young adults and adults
- Helps staff and patrons in the use of Library resources
- Oversees young adult materials budget, collection development and maintenance
- Participates in collection development and maintenance
- Presents programs in-house and in the community
- Promotes the Library in the community by attending or participating in appropriate civic, school, and community activities as requested
- Works with local schools and organizations to provide services, programs and activities to young adults
- Selects Home Delivery materials
- Provides tours of the library
- Compiles bibliographies, brochures, statistics, reports, and webpage content as requested
- Assists the Building Manager in training and directing the activities of the Reference Department as required
- Assists with meeting room use
- Assists in maintaining appearance and cleanliness of the library
- Implements the young adult summer reading program
- Assists with other library summer reading programs
- Creates displays
- Coordinates government forms distribution for the building
- Assists with opening and closing procedures
- Delivers Home Delivery materials as required
- Attends workshops, conferences and meetings
- May act as person in charge
- Performs other duties as deemed appropriate by Management, including Circulation Support Staff and Page duties

**QUALIFICATIONS:**

- ALA-accredited MLS
- Experience working with groups of young adults
- Prior customer service and computer experience in a library setting preferred

**KNOWLEDGE, SKILLS, ABILITIES:**

- Ability and willingness to learn and perform routine library procedures
- Ability to follow direction
- Ability to effectively share knowledge with staff and/or public
- Diversified reading interests along with knowledge of books and authors, with emphasis on young adult materials
- Proficiency using personal computers, including research databases, search engines and software
- Excellent communication and interpersonal skills, especially with young adults
- Comfortable being in charge of the building in the absence of management
- Ability to learn and tactfully apply Library policies and procedures
- Must have good organizational skills and be able to meet deadlines
- Ability to work days, evenings, and weekends as required

**EQUIPMENT AND EFFORT REQUIRED:**

- Must have a reliable means of transportation to fulfill duties of the job
- Ability and manual dexterity to perform repetitive tasks, operate office and audio visual equipment, and process library materials
- Ability to move items and materials up to 30 pounds in weight
- Prolonged periods of sitting, standing, walking, bending, stooping, and/or lifting may be required