

Gulf Beaches Public Library

200 Municipal Dr.
Madeira Beach, FL 33708
727-391 2838

Position:

Youth Services Librarian

Compensation:

\$36,000 Annually

Job Category:

Children's Services

Job Type:

Full-time

Position REQUIRES a Master's degree from an ALA accredited program.

Description:

Coordinates, plans and develops children's services that include creative programming, storytelling, reference, collection development and readers' advisory services for babies, toddlers, school-age children, young adults and parents.

- Submits to the Library Director purchase order requisitions for Children's Department materials, equipment, and other proposed purchases; verifies and refers to the Library Director for payment invoices for Children's Department orders
- Selects materials for acquisition and withdrawal from the children's print and non-print collections; supervises the organization, maintenance, preservation, withdrawal, and disposal of materials
- Provides reference and reader's advisory guidance to children , parents, and teachers
- Assists patrons in using the online catalog and other electronic tools and resources; assists and instructs patrons in using library services, equipment, and facilities
- Plans and organizes story hours and other programs for children and young adults in order to encourage reading, viewing, and listening of library materials and to help create lifelong library users; provides library service to the elementary schools and community through programs such as class visits, summer reading events, etc.
- Creates displays to enhance the library experience and to promote use of library resources
- Maintains knowledge of the automated circulation and technical services systems and assists with circulation and technical services tasks, as needed
- Prepares regular narrative and statistical reports for the Library Director
- Interprets library policies and procedures to the public in a customer-friendly manner
- Conducts outreach programs to the communities in the library's service area.

Education:

Must possess a Master's in Library Science form a college or university accredited by the American Library Association. One year experience preferred.

- Thorough knowledge of public library services and programs
- Possesses a solid general education and is especially familiar with children's literature and resources
- Committed to excellence in customer service
- Strong oral and written communications skills
- Ability to understand and interpret library policies, procedures, and rules
- Comfortable working with children, teens, parents, caregivers, and educators
- Ability to work independently
- Ability to organize work for efficient use of time
- Ability to interact courteously and effectively with library staff and volunteers, the library's business contacts, town employees, and the general public
- Ability to initiate, organize, and follow through on programs, services, and projects
- Solid knowledge of current trends and developments in the library profession and in children's library services
- Knowledge of website creation/maintenance and Microsoft Office Suite or comparable applications
- Thorough knowledge of children's and young adult library resources: print and electronic
- Experience in collection development and programming for children and young adults
- Ability to represent the library at professional and community meetings

Job open date:

2017-12-01

Job close date:

Open Until Filled

How to Apply:

Email cover letter, resume and three professional references to Vincent Gadrix at librarydirector@zoho.com