

Youth Services Librarian Recruitment Job Posting – March 2022

The Beaver Dam Community Library has an immediate opening for an enthusiastic, organized, and creative Youth Services Librarian. They will thrive on working as part of a dynamic team to serve our community, with a focus on youth of all ages, families, and caregivers.

Under the supervision of the Library Administrator, the Youth Services Librarian manages the Youth Services Department developing collections, programs, and services that welcome, engage, and enhance the quality of life and learning for our community.

Duties and responsibilities include, but are not limited to:

- Providing direct service in the Youth Services Department and throughout the library for reference, readers' advisory, and technological assistance.
- Developing and maintaining current, diverse, and balanced youth collections on a wide range of topics and formats.
- Collaborating and coordinating with the Librarian team to develop, set, and achieve library goals and objectives.
- Marketing and public relations in-person, in print, and in all types of media channels.
- Representing the library at outreach events, as well as providing school visits and library tours.

Job requirements:

- Master's in Library and Information Studies from an institution accredited by the American Library Association preferred.
- Other combinations of experience and education that meet the minimum requirements, such as, a bachelor's degree in Library Science, Elementary Education, Reading or related field may be substituted.
- Knowledge and appreciation of children's literature and storytelling techniques.
- Spanish language skills helpful.
- Management and supervisory responsibility in previous position helpful.

An application package including complete job description is available at [City of Beaver Dam Employment Opportunities](#).

Starting salary: \$4,129/month with a step increase after six months to \$4,276/month

Schedule: Full time; including evenings and Saturdays.

Priority consideration given to applications received by April 26, 2022. Full benefits package available including health, dental, and Wisconsin Retirement System.

TO APPLY:

Submit application, cover letter, and resume to:

Sarah Cournoyer, Library Administrator

admin@beaverdamlibrary.org

Beaver Dam Community Library

311 N Spring St, Beaver Dam, WI 53916

JOB TITLE: Youth Services Librarian

REPORTS TO: Library Administrator

PRIMARY DEPT: Library

PAY TYPE: Salaried Exempt

WORK TYPE:

PAY GRADE:

REVISED: 3/25/2022

BARG UNIT: NR

JOB SUMMARY

Primary Job Elements:

- Manage the youth services department, collection and area.
- Develop a full range of library services, programs and activities for children, families and caregivers.
- Plan, develop, select, order and deselect youth materials collection.
- Ensure multiculturalism and diversity are reflected in the youth materials collections.
- Manage department budget prioritizing and determining expenditures within established guidelines and procedures.
- Prepare statistical reports for departmental services, classes and events.
- Plan, promote and implement youth, young adult and family programming.
- Plan, prepare and promote summer reading program and activities.
- Serve as library liaison to area schools, daycares and other youth-oriented agencies.
- Conduct library tours, present storytimes and coordinate reading clubs.
- Market and publicize the youth services department through all media formats, to include, but not limited to print media, local radio, social media and the library website.
- Plan and develop book and audiovisual displays.
- Instruct children and others on the use of the library collection, equipment and technology.
- Supervise use of and maintenance of public computers including the educational game computers in the youth area.
- Provide direct service to customers at the information desk as scheduled or needed.
- Provide direct service to customers at the circulation desk as scheduled or needed.
- Provide reference and reader advisory assistance to customers.
- Answer customer questions and explains library policies in-person, by phone, email and chat.
- Instruct customers on the use of the online library catalog, accessing databases and e-content.
- When opening the library unlocks doors; turns on lights; and logs into computers.
- Checks and secures building at closing.
- Share responsibility for building supervision and monitoring customer activity.
- Supervises and trains persons in clerical and paraprofessional positions.
- Other duties as assigned.

Secondary Job Elements:

- Responsible for appearance of the youth services area.
- Maintain an up-to-date and attractive collection by conscientious weeding.
- Participates in collection development in general for all ages.
- Keeps staff informed of youth services activities, programs and services.
- Coordinates and supervises volunteer efforts.
- Acts as person-in-charge of facility when designated.

- Pulls materials from shelves to fill holds as assigned.
- Reads shelves for accuracy and re-shelves misplaced items.
- Straightens library book displays and fills shelves as necessary.
- Performs light housekeeping including straightening chairs and tables.

QUALIFICATIONS

Minimum Requirements:

- Enthusiastic, organized and enjoy working with children, teens, adults and families.
- Genuine desire to work with young people, parents and caregivers.
- Knowledge of current events, popular, local and youth culture.
- Ability to produce written documents in the English language with clearly organized thoughts.
- Working knowledge of English grammar and spelling.
- Ability to effectively read and understand information presented in written form.
- Perform basic mathematical and statistical computations and analysis.
- Strong computer skills including proficiency in the operation of personal computers and peripherals.
- Ability to become proficient in the use of library software, applications, and systems sufficient to assist others.
- Knowledge of modern office practices, procedures and equipment.
- Keyboarding skill, filing ability and ability to perform cashier duties accurately.
- Good interpersonal skills along with a positive and achievement-oriented attitude.
- Dependable consistent work habits.
- Desire to work a flexible schedule including nights and weekends.

Educational and Job Experience Requirements:

- Master's in Library and Information Studies from an institution accredited by the American Library Association preferred.
- Other combinations of experience and education that meet the minimum requirements, such as, a bachelor's degree in Library Science, Elementary Education, Reading or related field may be substituted.
- Knowledge and appreciation of children's literature and storytelling techniques.
- Spanish language skills helpful.
- Computer experience required.
- Prior customer service required.
- Management and supervisory responsibility in previous position helpful.

Abilities Required:

- Ability to maintain sensitive information and confidentiality in the performance of duties.
- Ability to direct and supervise the work of others.
- Ability to work cooperatively with other library employees and the general public.
- Ability to communicate in the English language by phone or in person.
- Ability to communicate orally and in writing with library customers and co-workers.
- Ability to exercise judgment and work independently.
- Ability to follow directions.
- Ability to sort and file efficiently in alphabetic, numeric and alpha-numeric order.
- Ability to manage time, set priorities to meet assigned deadlines and adapt to changes in workload.
- Ability to type accurately at a moderate rate of speed.

- Ability to make continuous or repetitive arm-hand movements.
- Ability to remain in standing position for extended periods of time.
- Ability to work safely without presenting a direct threat to self or others.
- Ability to push heavy book trucks.
- Ability to lift and carry heavy objects.
- Ability to bend or stoop repeatedly or continually over time.
- Ability to lift arm above shoulder level.
- Ability to reach overhead to shelve or retrieve books weighing up to three pounds.
- Ability to drive; have a valid driver's license and access to a vehicle.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

2008, Updated 2016, Reviewed 2022

APPLICANT DATA RECORD

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, veteran status, disability, or any other basis prohibited by law.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

To help us comply with government record-keeping, reporting, and other legal requirements, please fill out the Application Data Record. This information will only be used in accordance with federal regulations. We appreciate your cooperation.

This data will be kept in a Confidential File separate from the Application for Employment.

*If you are a disabled veteran, veteran of the Vietnam Era, or have a physical or mental handicap, you are invited to volunteer this information below. Submission of information relating to disability, veteran status or disabled veteran status is voluntary. Failure to respond will have no adverse affect on you or your job status. If you do respond, the information given will be kept confidential and used in accordance with federal regulations.

(PLEASE PRINT)

Date: _____

Position(s) Applied For: _____

Referral Source: Advertisement Friend Relative Walk-In

Employment Agency Other: _____

Name _____ Phone () _____
LAST FIRST MIDDLE AREA CODE

Address _____
NUMBER STREET CITY STATE ZIP CODE

Affirmative Action Survey

Check One: Male Female

Check one of the following

Race/Ethnic Group: White Black Hispanic

American Indian/Alaskan Native Asian/Pacific Islands

*COMPLETION OF THIS SECTION IS VOLUNTARY

Check if any of the following are applicable:

Vietnam Era Veteran Disabled Veteran Disabled Individual

APPLICATION FOR EMPLOYMENT

CITY OF BEAVER DAM

205 South Lincoln Avenue, Beaver Dam, WI 53916
Phone: (920) 887-4600

POSITION APPLIED FOR: _____ DATE: _____

PERSONAL INFORMATION

Last Name:	First Name:	MI:
Street:		
City:	State:	ZIP:
Home Phone #: ()	Business Phone #: ()	
Social Security Number:	[] Check if you have no SS#	

EDUCATION

High School Attended:		
City/Village:	State:	
Did you graduate: [] Yes [] No	GED Certificate: [] Yes [] No	
College Attended:		
City:	State:	From (Mo/Yr): / To: /
Did you graduate: [] Yes [] No	Degree/Major:	
College Attended:		
City:	State:	From (Mo/Yr): / To: /
Did you graduate: [] Yes [] No	Degree/Major:	
Business/Technical School Attended:		
City:	State:	From (Mo/Yr): / To: /
Did you graduate: [] Yes [] No	Degree/Major:	

SPECIAL SKILLS OR TRAINING

EMPLOYMENT HISTORY
(Begin with current or most recent employer)

From (Mo/Yr): / To: /	Annual Salary / Wages:
Position Title or Job Classification:	Supervisor's Name & Phone Number:
Duties: ----- -----	Employer's Name: ----- -----
	Address -----
	City/State/Zip -----
Reason for Leaving:	
May we contact your current employer/supervisor ? <input type="checkbox"/> Yes <input type="checkbox"/> No	

From (Mo/Yr): / To: /	Annual Salary / Wages:
Position Title or Job Classification:	Supervisor's Name & Phone Number:
Duties: ----- -----	Employer's Name ----- -----
	Address -----
	City/State/Zip -----
Reason for Leaving:	

From (Mo/Yr): / To: /	Annual Salary / Wages:
Position Title or Job Classification:	Supervisor's Name & Phone Number:
Duties: ----- -----	Employer's Name ----- -----
	Address -----
	City/State/Zip -----
Reason for Leaving:	

MILITARY SERVICE

Branch of Service	Served From/To(Mo/Yr)	Active or Reserve Duty	Highest Grade	Skill Specialty or Primary Duty

List special schools attended / skills acquired during military service:

List any scholarships, apprenticeships, licenses, certifications, membership in professional organizations or other information you believe should be considered in evaluating your qualifications.

REFERENCES

(Avoid listing members of the Clergy)

Name:	Phone Number:
Address:	Position / Title / Profession:
Approximately how many years has this individual known you?	

Name:	Phone Number:
Address:	Position / Title / Profession:
Approximately how many years has this individual known you?	

Name:	Phone Number:
Address:	Position / Title / Profession:
Approximately how many years has this individual known you?	

SUPPLEMENTARY INFORMATION

Type of employment desired: Full-time Part-time Temporary

Are you now or were you ever employed by this City? Yes No
If Yes, in what position?

From (Mo/Yr): / To: / Reason for leaving:

List any relatives employed by or currently holding an appointive or elective position in the City:

Do you have a valid driver's license? Yes No

Do you have a valid commercial driver's license? Yes No

Possession of a valid license is considered only when it relates to the duties of the position you have applied for.

Have you ever been convicted of a felony? Yes No
If Yes, please attach separate sheet giving full information.

APPLICANT PLEASE READ CAREFULLY AND SIGN BELOW

CERTIFICATION

All information provided and statements made by me as part of this application, or as part of any additional information provided in support of this application, are complete, correct and true to the best of my knowledge.

I understand that if I am selected for employment, false information provided or false statements made as part of this application may be considered as cause for dismissal.

_____ (Applicant's Signature)

_____ (Date signed)

Under the provisions of Section 19.36, Wisconsin Statutes, I request that my identity as an applicant for employment not be revealed without my consent or until required under law.

_____ (Applicant's Signature)

_____ (Date signed)

FOR CITY USE ONLY

Applicant's name:

Position applied for:

Date application received:

Application reviewed by:

Date:

Action taken:

- Application screened.
 - Ready for review as received.
 - Additional information requested:

- Application rejected.
 - Received after deadline.
 - Failure to meet minimum requirements:

- Application withdrawn.

Notes / comments:

Application reviewed by:

Date:

Action taken:

- Applicant eligible for consideration
 - Additional information requested:

- Applicant not eligible for further consideration:

Notes / comments:
