

## **ARNPRIOR PUBLIC LIBRARY - YOUTH SERVICES LIBRARIAN**

35 hours / week ; may work some weekend and evening hours

Salary Range: \$63,833 - \$75,097

### **POSITION SUMMARY**

Excellent customer service is the foundation of a positive relationship between the Arnprior Public Library and its community. Reporting to the CEO, Youth Services Librarian directs and supervises all aspects of the Youth Services Department.

- Primary responsibilities include, but are not limited to: programming, collection development input, student grant applications, hiring and directing summer student staff, database management, statistics and outreach to schools, daycares and other youth-oriented community partners.

### **QUALIFICATIONS**

- Post secondary education – MLIS, Library Technician Diploma or equivalent
- Extensive knowledge of current computer applications in libraries including circulation / cataloguing systems, on-line database systems and all aspects of Microsoft Office Suite
- Thorough knowledge of Public Library Act; Arnprior Public Library Board Policies and procedural policies particular to the Arnprior Public Library
- Comprehensive understanding of literacy development in children
- Solid familiarity with Ontario curriculum requirements
- Advanced written and verbal communication skills in English; French is an asset.
- Ability to manage multiple projects with attention to detail and think creatively
- Proven interpersonal abilities in dealing with youth, the general public and staff
- Valid Driver's license and access to a vehicle

### **DUTIES**

#### **PROGRAMMING**

- Analyze needs of library patrons and the community in order to develop and maintain relevant programs, collections and outreach
- Implement programming specific to infants, toddlers, preschoolers, primary school students and young adults;
- Direct summer student staff and volunteers
- Liaise with schools, daycare providers and other youth-centric institutions

#### **FINANCIAL**

- Approve all expenditures within the children's department;
- Prepare grant applications for summer programming positions;

#### **TECHNICAL SERVICES**

- Collection development for youth acquisitions in consultation with the technical services team.
- Thorough knowledge of APL's ILS system

#### CIRCULATION / PUBLIC SERVICE

- Assumes responsibility for public services, safety of the building, staff and patrons as well as the computer systems in the absence of the CEO
- Maintains a high level of confidentiality
- Operates the automated library circulation system to check books in and out; registers new members; collects membership fees and issues receipts including charitable tax receipts; collects fines; and other public service duties as they arise.
- Assists library patrons to find the information they require by analyzing the request and utilizing the automated catalogue and the Internet.
- Troubleshoots computer systems including Internet stations and WiFi access
- Deals with customer service issues and keeps CEO informed of them
- Attend local, regional and provincial library meetings to maintain current awareness; participates in training workshops particular to youth services