



Watauga County Public Library
140 Queen Street
Boone, NC 28607

TITLE: Full -Time Youth Services Librarian/Grade 13/Librarian I

DATE LISTED: August 15, 2024

STARTING SALARY/HOURS: \$39,846.47 / \$19.16 per hour/ 40 hour-week/Non-Exempt

BENEFITS: Health insurance, Dental, Retirement, Vacation and Sick Leave

STATEMENT OF DUTIES AND RESPONSIBILITIES: An employee in this position assists the Youth Services Manager in planning, organizing, promoting, and implementing the public library's program of services for children and teens. This employee provides reference services and computer usage instruction for the public, and assists with collection development, publicity, programming, exhibits, and displays.

EXAMPLES OF WORK:

1. Responsible for collection development of a selected subject or buying area(s) as assigned
2. Plans, develops, and implements programming and special projects for the Youth Services Department
3. Provides reference, readers advisory, and/or circulation services on an as needed basis
4. Provides computer instruction
5. Represents the library at outside functions

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to deal tactfully, courteously, and effectively with the public and other employees
Effective verbal and written communication skills
Knowledge of professional library principles, practices and techniques
Knowledge of reading process, reading problems, and readability of library materials
Knowledge of current youth culture
Knowledge of child/adolescent psychology and child/adolescent developmental stages in planning collections and services
Knowledge of print and electronic reference, fiction, and nonfiction materials for children and young adults, as well as adult literature suitable for young people
Ability to conduct a successful reference interview and to assist patrons in meeting their informational and recreational needs

Ability to plan, develop, and present programs for children and young adults
Knowledge of and ability to implement basic library marketing practices across all media
Ability to exercise initiative and independent judgment
Ability to supervise volunteers
Ability to plan own workflow, set priorities, and meet deadlines
Ability to use computers for both internal and external projects and information
Proficiency with MS Operating System and MS Office Suite
Ability to assist patrons with computer/internet issues
Possession of a valid driver's license

EXPERIENCE, EDUCATION, AND TRAINING

Graduation from an ALA-accredited school of Library and Information Science with a Master's degree in library science; one year of library experience preferred; or an equivalent combination of relevant education and experience. Must be eligible for North Carolina Public Librarian Certification.

Send a Cover Letter and Resume via email to: Jennifer Earp-Johnson at Jearp-johnson@arlibrary.org or Monica Caruso at mcaruso@arlibrary.org.

CLOSING DATE: This position is open until filled.