

Verona Public Library Employment Opportunity Summer Youth Paraprofessional Librarian

The Verona Public Library is seeking two dynamic, energetic, creative, and detail oriented people with a strong dedication to patron services to become part of our team of Youth Services Librarians. Work involves presenting story times; providing reference and reader's advisory service to children, teens, and adults at a public service desk; preparing and implementing programming for children birth to 18 and their families; promoting the summer reading program to local schools; and working with volunteers assisting with the summer reading program.

These are Limited Term Employment (LTE) positions available for the summer during the summer reading program. We are looking for high energy people to keep up with one of the busiest summer programs in the state. Each position lasts 12 weeks at 40 hours/week and begins in mid-May. Alternating Saturdays are required. Preference will be given to applicants who have or are working on a Master's degree in Library Science from an ALA-accredited library school. Musical ability and Spanish language knowledge are a plus.

The pay rate is \$13.50/hour. These positions are not eligible for benefits.

Send a cover letter, resume, and list of 3 professional references in Microsoft Word or .pdf format to Julie Harrison via email at jharrison@ci.verona.wi.us. Title the subject of the email, "Summer LTE." Deadline for application is March 12, 2015. EOE.

Youth Services Librarian Job Description Verona Public Library

Typical Responsibilities of Position

Under the general supervision of the Library Director and day-to-day supervision of the Head of Youth Services, this staff member is responsible for providing patron assistance in locating library materials and accessing library collections, both print and online; helping to plan, publicize, and carry out programming and outreach for children and teens; explaining library services, policies, and procedures; and answering reference questions in person, by phone, or through email. This position requires acting as building supervisor as needed.

Duties/Examples of Work

1. Plans, organizes, and conducts library services and programs in areas of children's and young adult services.
2. Advises the Library Director and Head of Youth Services in regard to policies and procedures in area of responsibility; writes reports and recommendations; implements decisions.
3. Assists in developing subject areas in the library materials collection, evaluates and selects materials for purchase, and maintains the collection through weeding.
4. Assists in library technology planning, implementation and management.

5. Supervises and trains library support staff; writes instructions and trains staff on changes in procedures within area of responsibility.
6. Confers with community groups in an advisory capacity.
7. Conducts library tours, presents programs to local groups, and performs other outreach activities for library patrons and community organizations including schools.
8. Promotes library services through various types of publicity.
9. Assists in maintaining accuracy of the public catalog and website.
10. Provides reader's advisory, reference and other patrons assistance services at the Youth Services' desk, throughout the library, and at outreach locations.
11. Carries out library policies and procedures.
12. Compiles statistical information on area of service.
13. Serves on professional and library system committees as assigned by the Director.
14. Performs light housekeeping.
15. Performs all other duties as assigned.

Knowledge and Abilities

1. Ability to effectively present information and respond to questions from patrons.
2. Ability to follow detailed directions.
3. Ability to maintain a regular work schedule.
4. Ability to gather statistics, analyze information and write reports.
5. Ability to identify problems and opportunities, review possible alternative courses of action and utilize information and resources for decision-making purposes.
6. Ability to perform reference work and materials selection.
7. Ability to plan, organize and carry out a program of library service for a designated area.
8. Ability to plan, organize, train, supervise and evaluate the work of library employees.
9. Ability to maintain confidentiality of library patron information.
10. Ability to use computer software and manage computer technology including but not limited to word processing, spread sheets, desk top publishing, blogs, social networking, and general computer troubleshooting.
11. Ability to work independently and as a team, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
12. Ability to understand library policies and procedures and apply them to library operations.
13. Possess advanced knowledge and understanding of literature in a subject area and of basic library principles, procedures, technology, goals and philosophy of services.
14. Mobility: capable of traveling to meetings outside the library.
15. Possess good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
16. Demonstrate a willingness to maintain skills in the above-mentioned areas through active participation in appropriate continuing education activities.
17. Professional use of English grammar and spelling required.
18. Spanish language knowledge desirable.

Physical Demands of the Position

1. Bending/twisting and reaching.
2. Fingering: keyboarding, writing, filing, sorting, shelving and processing.
3. Handling: processing, picking up and shelving books.
4. Lifting and carrying: 50 pounds or less.
5. Pushing and pulling: objects weighing 300-400 pounds on wheels.
6. Sitting, standing, walking, stooping, kneeling and crouching.

7. Reaching down to the ground and up to 80 inches in height with the aid of a footstool.
8. Near vision: Reading faded type, font size 12 or smaller on item labels.
9. Far vision: Observing patrons in need of assistance from a distance of 20 feet or further.

Mental Demands of the Position

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow verbal and written instructions from supervisors.
3. Ability to deal with abstract and concrete variables.
4. Ability to interpret technical regulations and instructions.
5. Analytical Skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
6. Communication Skills: effectively communicate ideas and information both in written and verbal form.
7. Creative Decision-making: effectively evaluate or make independent decisions based upon experience, knowledge or training.
8. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the aid of the calculator.
9. Planning and Organization Skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
10. Problem-solving Skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; and refer problems to the Library Director or Head of Youth Services when necessary.
11. Reading Ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
12. Time Management: set priorities in order to meet assignment deadlines.

Environmental/Working Conditions

1. Flexible work hours; daytime, evening, and weekend hours.
2. Inside work environment.

Equipment Used

Audiovisual equipment, computer, book truck, building security systems, calculator, camera, iPods, copy machine, fax machine, library automation system, microfilm/fiche reader/printer, telephone, stepstool.

Education and Experience

1. Master of Library Science from an American Library Association accredited institution.
2. Prior training and/or experience working with children desired.

Library Board Approved December 3, 2008.