

Nevada Public Library
JOB DESCRIPTION

POSITION: Youth Librarian

FLSA CLASSIFICATION: Non-Exempt

JOB SUMMARY:

Under direct supervision of the Library Director, provides library service which promotes enjoyment of reading to youth, newborn through young adult, parents, and teachers. Provides youth programming. Works to improve the quality of the general collection and particularly the youth and young adult departments. Performs related duties as required.

JOB FUNCTIONS:

Examples of Essential Job Functions

1. Responsible for programming story times and activities for community youth and school groups.
2. Performs readers' advisory to children, young adults, parents, and teachers in the community.
3. Reads book reviews; purchases youth books and other materials; recommends purchase of materials relating to other library departments.
4. Creates displays within the youth areas.
5. Selects, manages, and weeds materials in the youth areas.
6. Attends state and regional conferences and workshops to increase knowledge of library operations, specifically youth operations.
7. Schedules and coordinates elementary class visits.
8. Provides patron assistance in circulation; assists patrons with reference requests.
9. Recruits and trains volunteers for youth activities.
10. Oversees student clerks; monitors their performance and reports any significant problems to the assistant director or director.
11. Attends staff meetings as required.

Other Job Functions

1. Sorts mail; assists in processing new materials.
2. Meets and greets the public in person and on the phone.
3. Performs miscellaneous clerical duties as necessary.
4. Maintains statistics as required.
5. Outreach to school, daycare, etc. requires transportation
6. Other duties as apparent or assigned.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS

Required Physical Activities: Climbing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, repetitive motions.

Physical Characteristics of the Job: Medium work requiring the exertion of up to fifty (50) pounds of force occasionally, up to twenty-five (25) pounds of force frequently and up to ten (10) pounds of force constantly to move objects.

Environmental Conditions: The work is performed primarily inside and requires the ability to either sit or stand for extended periods of time. The work exposes the employee to visual strain, unpleasant social situations, and irregular hours. Often sits and/or crawls on the floor.

Visual Requirements: 20/20 near point vision in at least one eye at an 18 inch reading distance.

EQUIPMENT AND MATERIALS USED

Circulation/catalog computer software, network computers, database software, spreadsheet, and word processing software, calculator, microfilm reader/printer, photocopier, fax machine, telephone, variety of library and commercial software programs including Windows software and various internet browsers.

EMPLOYMENT STANDARDS

Required Knowledge, Skills and Abilities

- Knowledge of children's literature and reading development; knowledge relating to child psychology.
- Capable oral reader who can effectively read to groups of various ages and sizes.
- Ability to establish and maintain a proper working relationship with superiors, co-workers, and the public; enjoy working with the public especially children.
- Knowledge of personal and network computer operations including but not limited to Microsoft Word and Excel, internet searching, and e-mail.
- Ability to compose original correspondence; ability to interview, counsel or advise people on use of the library;
- Ability to solve a wide range of intellectual and practical problems; ability to understand non-verbal symbolism and to comprehend the most abstract concepts, ability to evaluate technical data.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages.
- Knowledge of public library operation including the Dewey Decimal System.

Education, Training, and Experience

Education Required: Bachelor's Degree

Education Preferred: Bachelor's Degree in a field relating to library operations, children's literature, and/or child development. Work toward a Master's Degree in Library Science or other graduate coursework relating to children's literature.

Training Preferred: Training sufficient to receive Public Library Staff certification from the State Library of Iowa

Experience Preferred: At least one year of related experience in public library operation, specifically relating to youth programs or equivalent.



2019 Benefit List*

Paid Holidays: New Year’s Day, Memorial Day, Independence Day, Lincoln Highway Day, Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day, New Year’s Eve, one floating holiday

Vacation: 40 hours of vacation for the first year begins accrual on the date of hire, however, cannot be used until the completion of the first year. Up to 40 hours of vacation may be carried over from year to year with prior approval.

Vacation Accrual:

Upon Completion of:	Vacation Earned
1 Year	40 hours
2 Years	80 hours
3 Years	80 hours
4 Years	88 hours
5 Years	96 hours
6 Years	104 hours
7 Years	112 hours
8-10 Years	120 hours
11 Years	128 hours
12 Years	136 hours
13 Years	144 hours
14 Years	152 hours
15 Years	160 hours
25 or More Years	200 hours

Sick Leave: 8 hours per month = 96 per year up to 1600 hour maximum

Family Sick Leave: Up to 40 hours of sick leave may be used for family sick leave per year.

Comp Time: Employees can bank overtime hours into Comp Time to use later. It is banked at 1.5 times your overtime hours and there is an 80 hour cap.

Probationary Period: Police – 9 months (Special conditions exist)
All other employees - 6 months.

Iowa Public Employee Retirement System (IPERS): Required defined benefit plan in which the

- ◆ CITY: Percentage varies annually.
 - As of July 1, 2018- June 30, 2020: Employee contributes 6.29% of gross wages and the City of Nevada contributes 9.44% for a total of 15.73%. July 1, 2019
- ◆ PROTECTION CLASSES (POLICE & FIRE): Percentage varies annually.
 - As of July 1, 2018-June 30, 2019: Employee contributes 6.81% of gross wages and the City of Nevada contributes 10.21% for a total of 17.02%. July 1, 2019-June 30, 2020: Employee 6.61%, City 9.91% Total 16.52%

Flexible Benefits: \$500.00 per month. Select from:

- ◆ Wellmark, Blue Cross Blue Shield – 3 Plans offered. See separate sheet for description of plans and costs. Reflects current rates that are subject to change December of each year. Current policy allows 70% city benefit over established base.
- ◆ TASC Medical Reimbursement (up to \$500/yr unless matching employee deduction)
- ◆ TASC Dependent Care Reimbursement
- ◆ Delta Dental Insurance (options available)
- ◆ Approved AFLAC Plans

Life Insurance: ***Principal*** - \$10,000 Basic Life Insurance, AD&D and short-term disability provided for all employees.

*All benefits may be changed upon approval of the City Council.