

**TIPPECANOE COUNTY PUBLIC LIBRARY
JOB POSTING**

Youth Services Librarian

Tippecanoe County Public Library, Lafayette, Indiana

It's the perfect time to be a Youth Librarian at the Tippecanoe County Public Library! Are you creative, have the energy to match our community youth, and love to engage with children and young adult readers on the journey of lifelong learning? If yes, we would love to hear from you! We have three openings. Lead the youth programming and services at our Wea Prairie branch library, Wyandotte branch library or Klondike branch library and carry out a shared desire to make a difference in the lives of children. Responsibilities include: customer service, reader's advisory, reference, circulation services and acting as person in charge of the branch when scheduled. Public library experience preferred.

We are seeking team players who have an interest in:

- constructing creative and fun programming for youth and their caregivers
- organizing, planning, and problem solving
- establishing and maintaining long lasting and effective working relationships with children and young adults
- needs and abilities of children for positive interactions
- collaborative programming and services with local schools and other non-profits

Requirements:

Master's Degree in Library Science from ALA accredited library

Ability to obtain within 6 months: Indiana Librarian LC5 certification

Compensation and Benefits:

Starting annual pay is \$40,000

Excellent benefits package - Cigna High Deductible or PPO effective date of hire. TCPL pays majority of employee only health insurance premium.

Health Savings Account (TCPL contributes \$1000 annual)/Flexible Spending Account (TCPL contributes \$200 annual)

Life Insurance and AD&D effective date of hire (100% TCPL funded)

Long Term Disability after one year (100% TCPL funded)

Voluntary Benefits - Principal Dental and AFLAC

Paid Leave benefits (annual):

- Four weeks vacation
- Four personal days
- Thirteen paid holidays
- Twelve sick days

Indiana Public Retirement System/PERF

Hoosier START/Deferred Compensation Plan 457(b) pre-tax

This is a 40-hour per week position with evenings and some weekends required. Job Description and TCPL employment [application](https://tcpl.lib.in.us/library-careers/) located at the library website at: <https://tcpl.lib.in.us/library-careers/>. Please submit a TCPL [application](#), resume, three references and a letter of interest to Human Resources Coordinator, TCPL, 627 South Street, Lafayette, IN 47901 or by email at hrc@tcpl.lib.in.us.

TCPL is committed to equal employment opportunities. Applications are sought from all qualified people, without regard to race, religion, color, sex, sexual orientation, disability, Veteran status, national origin, or ancestry.

POSITION TITLE: Librarian

DEPARTMENT: Wea Prairie, Wyandotte, Klondike

FLSA: Not exempt

SUPERVISOR: Branch Manager, Department Head

SALARY SCHEDULE CLASSIFICATION: Professional Librarian

JOB OBJECTIVE:

Plan and provide library services to all children and young adults in conjunction with the department head.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support and contribute to overall library mission
- Deal with disturbances and problem users
- Understand the necessity of, and maintain, confidentiality of library use
- Know and apply professional codes and library policies
- Participate in developing policies and procedures for youth services
- May select materials for the Youth room and young adult collection; participate in the development and maintenance of the collections
- Provide reference and reader's advisory services within the department
- Conduct library tours and instructional training
- Plan, present and evaluate children and young adult programs
- Plan and present programs to adults to inform them of the library's resources and services for children and young adults
- May assist in the creation of promotional materials and materials displays
- Serve as library liaison with community groups and organizations
- Serve as a resource to adults who work with children and young adults
- Help secure grants for special projects
- Maintain professional and technical knowledge by attending workshops, reading professional publications, and participating in personal and departmental training
- May oversee and coordinate projects, volunteers, and work study students
- Compile appropriate statistics
- Participate on library committees and task forces
- Perform other professional level activities such as:
 - Assume responsibility for special collections/services such as young adult collection, youth and young adult webpages, magazine collections, customer computing services
 - Act as staff member in charge of library as needed
 - Represent the library to state and national library associations, including program presentations
- Cooperate with other departments within the library
- Other duties as assigned and/or required

QUALIFICATIONS:

Education:

MLS from an ALA accredited library school

Previous experience:

None required

Skills:

- Must have up-to-date knowledge of children's and young adult materials
- Must have up-to-date knowledge of child and adolescent development and related issues, and the ability to translate that knowledge into appropriate library services
- Must be committed to quality customer service
- Must have public speaking skills
- Must be cooperative and amiable with public and staff
- Must have empathy with children and young adults; their interests, activities and problems
- Must be able to plan, carry out and evaluate programs, develop new services
- Must be willing to try new approaches and remain flexible
- Must be able to apply latest trends in technology and library services
- Must have up-to-date knowledge/training with electronic resources.
- Must have good computer keyboarding skills
- Proficiency in English required and the ability to communicate in other languages highly desirable

License/certification:

Indiana Librarian LC5 certification

ENVIRONMENTAL CONDITIONS:

Must be able to:

- adapt to various locations of programs
- tolerate some sustained walking
- bend and stoop
- sit in a confined position
- lift and carry bags of materials up to 40 pounds
- maneuver a loaded book cart weighing up to 200 pounds

MACHINES, TOOLS, EQUIPMENT & WORK AIDS:

Able to use, replenish supplies and correct normal problems on general office aids including:

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|---------------------|---------------|
| Personal computers | CD Player |
| Photo copier | FAX Machines |
| Telephone | Projectors |
| General Office aids | VCR Equipment |
| iPod | Tablets |