



ALGOMA PUBLIC LIBRARY

406 Fremont St., Algoma, WI 54201 (920) 487-2295

Young Adult Services Librarian

Job Description:

- Responsible for Young Adult Programming – Middle School through young adult age
- Responsible for Summer Reading Program for this age group, including planning, promoting and advertising of this event with emphasis on providing SRP activities for Middle and High school students.
- Plans and implements programming throughout the year for young adults, educators, parents and those adults that work with middle and high school age students, including Library System reading promotions and incentives, teen advisory, special activities such as Teen Read Week and other programming opportunities.
- Works with local educators, schools and other organizations to develop and implement programs/activities both in the library and as outreach efforts.
- Responsible for promoting and advertising young adult programs and events on the library's webpage and Facebook.
- Responsible for keeping the teen page updated on the library's webpage.
- Helps plan Summer Family Reading events and works as a team member in assisting with family oriented programs.
- Assists with routine circulation desk procedures
 - Includes checking in and out, issuing library cards, placing holds, looking up titles, leading people to materials they need, answering the phone, renewing items, doing holds messaging, assisting customers with the computers, assisting customers in downloading e-books and other technology related to InfoSoup databases, and technology related information resources, following Algoma Public Library and OWLSnet policies and procedures.
- Assists customers in reference and reader's advisory
- Leads customers to information owned by the library or available at other libraries, or on the appropriate database in InfoSoup or elsewhere.
- Recommends titles and subjects to customers appropriate to customer expressed interests and/or tastes and needs.
- Preserves confidentiality of individual customers.
- Is skilled in and utilizes the reference interview.
- Supervises assigned volunteers and oversees their work.
- Responsible for maintaining YA collections, including collection development and routine weeding.
- Responsible for researching, documenting and entering new items that require a record using the OWLSNET cataloging process.
- Responsible for entering current periodicals into the catalog.



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- Works with Library Director for yearly review of renewal/purchase requests of periodical materials, and for yearly weeding of periodical storage, and disposal.
- Assists with library display signage and other printed library promotional materials.
- Prepares articles for the library newsletters and activity notices and distributes news releases regarding young adult programming to schools and local media and posts information on the library's webpage and Facebook.
- Shares responsibility for updating the library's webpage and monitoring the Facebook page.

Although specific tasks are detailed in this position description, the employee performs other duties, not specified, as required.

Qualifications:

Essential knowledge and abilities:

1. Knows individual job responsibilities and works systematically.
2. Plans own time to meet obligations and specified deadlines.
3. Ability to communicate effectively with library customers and other staff.
4. Ability to effectively use computer applications and maintain skills through participation in continuing education activities.
5. Ability to lift and carry weights up to 50 pounds.

Essential training and experience:

1. Bachelor's Degree.
2. Eligibility for Wisconsin Library Certificate Grade 2 or working toward.
3. Maintenance of Wisconsin Library Certificate Grade 2.