

Librarian II -Young Adult Coordinator

Minimum Beginning Hourly Rate: \$20.7783/ \$43,218.96 Annually

FT / 40 Hour Week

ANSWERS TO: Assistant Director
 Director

NATURE OF WORK:

Serve the informational and recreational needs of young adults, ages 12 - 18 of Ouachita Parish through the provision of specialized materials, instructions and programming of library services

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist patrons in the use of computerized and other methods of information retrieval
Plan and coordinate programming system wide as well as conduct young adult programs at the Main Branch
Conduct tours of the library
Chair materials' selection committee for Young Adults
Sponsor Teen Friends Group
Maintain statistics and reports pertaining to Young Adult Departments
Other duties as required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of library materials and resources as pertain to Young Adult librarianship
Some supervisory skills
Must have effective oral and written communication skills
Must have effective people skills in dealing with co-workers and the public
Must be able to establish and maintain a rapport with young adults

PHYSICAL REQUIREMENTS:

Work is performed in an office environment and requires sitting, standing, stooping, walking and lifting of objects weighing less than 25 lbs.; may require lifting of objects weighing in excess of 25 lbs. occasionally.
Common skills of mobility and dexterity

REQUIRED QUALIFICATIONS:

Master's Degree in Library Science from an accredited library school + 2-5 years experience in specialty area + at least 1 year of supervisory experience

The above statements are intended to describe the general nature and level of work for this position and are not presented as an exhaustive list of all job duties of the position.

The Ouachita Parish Public Library is an equal opportunity and an At-Will employer.

A criminal background check and a drug screening are part of the pre-hire process

FLSA STATUS: NON-EXEMPT

7/19/13