

# **YOUTH SERVICES LIBRARIAN (COLLECTION DEVELOPMENT)**

(Range 119)

## **DEFINITION**

Assists the staff District-wide in their selection of young people's and teen materials and the development of those collections, with an emphasis on grade levels K thru 8, to meet community needs.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the Young People's Collection Development Librarian.

## **RESPONSIBILITIES:**

**Essential and marginal functions and responsibilities may include, but are not limited to the following:**

1. Works with the Young People's Collection Development Librarian to strengthen teen and young people's material collection with an emphasis on grade levels K thru 8.
2. Under supervision, evaluates materials in all formats for teen and young people's collections, and makes recommendations for purchase.
3. Monitors the creation of book lists within area of emphasis as needed by YPL staff.
4. Ensures desired materials within area of emphasis are added to the collection as expeditiously as possible working closely with the Young People's Collection Development Librarian.
5. Provides collection development guidance for YPL staff.
6. Assists YPL professional staff in developing the knowledge and skills needed in their collection development work.
7. Interprets and explains Library District materials policies and procedures where appropriate.
8. Under supervision, develops strong working relationships with District staff, community members and with those in the book industry.
9. Keeps abreast of new materials and issues that impact on collection development and recommends policies and procedures for the Young People's collection.
10. Utilizes personal computers, laptops, DVDs, InFocus, automated library systems, the Internet, e-mail, on-line tools and resources, and MS Office Suite products.
11. Operates office equipment including, but not limited to: copy machine, telephone, and fax machine.

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**Marginal Functions:**

1. Attends and participates in professional association meetings and seminars.
2. Performs related duties and responsibilities as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

1. Collection development for young people's literature, with an emphasis on grade levels K thru 8.
2. Current library technologies and selection criteria for young people's materials within area of emphasis.
3. Child development.
4. Professional public library principles, practices, and techniques.
5. Current literature, trends, and developments in the field of library science and administration.
6. The Library of Congress Classification System.
7. Research techniques.
8. Sources and availability of current information.
9. Basic accounting principles and procedures.
10. Library District policies and procedures.
11. Correct English usage, spelling, punctuation, and grammar.
12. Automated systems used in libraries as well as the Internet and computerized catalogs.

**Ability to:**

1. Exercise good judgment and make sound decisions.
2. Maintain effective working relationships with those contacted in the course of work.
3. Plan, organize, and prioritize projects and work assignments for efficient results.
4. Interpret and explain Library District policies and procedures.
5. Work quickly and accurately.
6. Work under pressure and meet deadlines.

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7. Work both independently and as part of a team.
8. Plan, organize, and conduct meetings.
9. Accept and manage change and maintain flexibility.
10. Exercise initiative, independent judgment, and discretion.
11. Perform multiple tasks concurrently.
12. Prepare clear and concise reports.
13. Understand and follow oral and written instructions.
14. Effectively communicate with and elicit information from upset and irate patrons and staff.
15. Communicate clearly and concisely, both orally and in writing.
16. Maintain the mental capacity for making sound decisions and demonstrating intellectual capabilities.
17. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
  - standing, walking, or sitting for extended periods of time;
  - bending, reaching, stooping, and pushing;
  - lifting and carrying;
  - operating assigned equipment.
18. Maintain effective auditory and visual perception needed for:
  - making observations;
  - communicating with others;
  - reading and writing;
  - operating assigned equipment.

**Skilled in:**

1. Use of automated library information systems equipment.
2. Use of personal computers and associated software.
3. Use of library and basic office equipment.

**Training and Experience:**

Master's Degree in Library Science from a college or university accredited by the American Library Association. One (1) year experience as a professional librarian, including recent experience in young people's literature and collection development

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required.

**License, Certificate, or Requirements:**

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

**Physical Requirements:**

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking, frequent light lifting (5 - 10 pounds), occasional moderate lifting (11 - 20 pounds); frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard and sitting, or standing for extended periods of time.

Tasks require sound perception, visual perception, and oral communications ability.

**Environmental Requirements:**

Tasks are performed with infrequent exposure to adverse environmental conditions.

**FLSA: EXEMPT**  
**CBA: NON SUPERVISOR**  
**DEVELOPED: JULY 15, 2005**  
**REVISED: MARCH 14, 2018**