POSITION TITLE: Head Youth Services Librarian, FT  
REPORTS TO: Assistant Director/Director  
SUPERVISES: Youth Services Specialist; serves as staffperson in charge on select evenings & weekends  
APPLICATION DEADLINE: Until filled with first consideration given to applications received by December 16, 2022  
FLSA STATUS: Non-exempt

JOB SUMMARY:  
We are seeking a Head Youth Services Librarian to lead our Youth department into the future. We are looking for a librarian who is excited at the possibility of growing the love of reading in our community through a commitment to diversity, intellectual freedom, public service, and teamwork.

The Richmond Heights Memorial Library is a full-service municipal library. Located in THE HEIGHTS, the Richmond Heights Community Center, our library offers a bright, comfortable atmosphere. Since its founding in 1933 the Library has enjoyed a deep community connection. We belong to the Municipal Library Consortium of St. Louis County, Your Hometown Library Network (http://www.mlc-stl.org), and participate in reciprocal lending agreements with St. Louis Public, St. Louis County, St. Charles City-County, Jefferson County, and Scenic Regional libraries to ensure that our services are available to users region-wide.

PRIMARY RESPONSIBILITIES:  
1. Coordinates and oversees delivery of all Children and Teen services and programming  
2. Coordinates outreach, including school and daycare visits, and expands awareness of the Library by exploring new outreach initiatives  
3. Assists in delivery of public relations by preparing promotional materials including social media posts, website updates, bibliographies, guides and displays  
4. Oversees all aspects of youth collection development and maintenance, including selection, purchasing, budgeting, and weeding  
5. Develops, plans and executes youth library programs, including Summer and Winter reading clubs and storytimes  
6. Performs original and copy cataloging of youth materials  
7. Supervises designated staff and volunteers and acts as staffmember in charge during assigned shifts
8. Provides direct public service to patrons, including readers’ advisory, circulation, and computer and research assistance
9. Compiles data as needed for evaluation of services

PROFESSIONAL COMPETENCIES

1. Possesses a deep knowledge of children’s literature and information sources and keeps informed of trends
2. Demonstrates a strong public service orientation; represents the library positively and professionally in all circumstances
3. Displays flexibility to meet changing work needs and demands
4. Manifests first-rate communication skills when dealing with patrons of all ages and backgrounds
5. Provides technological leadership; guiding patrons, families and staff toward appropriate and effective technological solutions
6. Shows willingness to learn grant-writing skills to maximize opportunities for the department

JOB QUALIFICATIONS:

- Master’s degree in Library Science or Library Information Science from an ALA-accredited institution preferred
- 2-3 years of relevant public library work experience
- Strong technology skills
- Missouri driver’s license and excellent driving record

PHYSICAL AND MENTAL REQUIREMENTS:

- Ability to operate a PC, copy/scanner/fax machine, and other basic library equipment and software
- Ability to count money and make correct change
- Ability to push a full cart of library materials
- Ability to lift a minimum of 25 lbs.
- Ability to bend and stoop to shelve materials on high and low shelves
- Ability to stand for several hours at a time

The job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the Library.

COMPENSATION AND SCHEDULE:
Hourly salary is $20 - $22.70 /hr. depending on education and experience.
Benefits include: A competitive benefits package includes health insurance, a retirement pension plan through Missouri LAGERS, paid vacation and sick leave, and employee dental, vision, life, and disability. This position works 40 hrs. per week, including one evening and approximately one weekend day per month.

APPLICATION PROCESS:
Submit a City of Richmond Heights online employment application and attach your resume and cover letter.

The Richmond Heights Memorial Library is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Library will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The Richmond Heights Memorial Library is a drug and alcohol free workplace. A pre-employment drug screen and background check is required for all positions. Additional pre-employment testing may be required for certain positions.

It is the policy of the Richmond Heights Memorial Library not to discriminate on the basis of age, race, color, marital status, national origin, political affiliation, religion, sex or disability except where specific age, sex or physical requirement constitute a bona fide occupational qualification.

EOE/AA/M/F/DN