



Norwalk Easter Public Library is taking applications for Youth Services Librarian. This is a full-time non-exempt position. The position includes daytime, evening and weekend hours. Full Job-Description available upon request.

Qualifications include:

- Bachelor's Degree required; Master's Degree in Library and Information Science preferred
- State Library of Iowa Level IV certification within 36 months from date of hire; and
- Current valid driver license.

Please submit a city application, resume and cover letter to: Norwalk Easter Public Library, C/O Holly Sealine, 1051 North Avenue, Norwalk, Iowa 50211 or [hsealine@norwalk.iowa.gov](mailto:hsealine@norwalk.iowa.gov). Deadline is 5:00pm Thursday, February 20, 2014.

City Applications are available at: <http://www.norwalk.iowa.gov/EmploymentandRFP.aspx>

**Position title and description:** Youth Services Librarian

**The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.**

- Presents a professional image of the library, its staff and its resources;
- Creates and maintains a standard of outstanding public service and a positive work environment;
- Responds to patron questions in person, through email, and over the telephone;
- Handles difficult situations with grace, courtesy and tact;
- Develops, plans, and executes library programs for infants through grade five;
- Develops, plans, and executes library programs for teens grades sixth through twelve;
- Assumes the responsibility for the summer reading program, involving planning, organizing, implementing, evaluating, and all else necessary to make the summer reading program successful for infants through grade twelve;
- Assumes the responsibility for the publicity, monthly calendars, bulletin boards, weekly press releases, and any other public relations methods used to keep young patrons and their families informed about programs and services;
- Provides general reference and help in the children's area and at circulation desk;
- Must be able to organize, plan, and communicate with entities outside the library for support of library activities;
- Provides outreach programs and services, both in-house and off-site;
- Manages assigned area of library operations to achieve goals within available resources;
- Assists in managing the youth services portion of the library budget and preparing annual reports;
- Assists in the development of a strategic plan for library service in consultation with the Board of Trustees, staff, and community members, and implements resulting goals and objectives;

- Prepares and maintains departmental records and compiles statistics and information as needed;
- Participates in professional associations, meetings, workshops, and continuing education opportunities;
- Keeps informed of innovations, changes, and trends in the library field;
- Performs other job related duties and other projects as required; and
- Meets weekly with the Director.