

To apply, please send a resume with three references and a cover letter to:
director@bitterrootpubliclibrary.org

Applications will be reviewed beginning on April 2, 2021 and the position will be open until filled.

If you're looking for the opportunity to do meaningful work in a wonderful community, then the position of Youth Services Librarian at the Bitterroot Public Library might be the perfect fit for you!

Located in the beautiful Bitterroot Valley, the Bitterroot Public Library is located in the city of Hamilton (population 4,728) and provides library services to over 25,000 people within its service area. Constructed in 1916 and one of the 17 Carnegie libraries built in Montana, the library was expanded in 1987 to better serve the growing community. The community has continued to grow and the library has continued to grow and innovate alongside it.

If you're passionate about the roles libraries can play in promoting early literacy, fostering a love of learning, and connecting children and families with resources for education and entertainment in their community, then we'd greatly appreciate your application.

Hamilton is located 45 miles south of Missoula, MT and provides the opportunity to live in an affordable mountain town with incredible access to world-class outdoor recreation. From hiking and backpacking, to fly-fishing and skiing, to mountain biking and kayaking, you don't have to drive far at all – or in some cases even leave city limits – to enjoy these activities. Located in Montana's "Banana Belt" Hamilton has milder winters than most other parts of Montana and has four distinct seasons. Hamilton has a vibrant downtown and many active community groups.

Job Title: Youth Services Librarian

Job Description: The primary role of the Youth Services Librarian is to connect the library with children and families in meaningful, interesting, entertaining, and educational ways.

Developing and implementing programming and other outreach efforts and maintaining an up-to-date collection of books and other resources for children and families are the main functions of this job and allow for large amounts of flexibility and creativity. This includes, but is not limited to: youth and family programming at the library and in the community, identifying and addressing early literacy needs in our community, and working with staff and volunteers to provide excellent service to the community. The person in this position works with staff and the library director to create engaging and creative services, as well as making sure the library is a vibrant and welcoming place for its community. You must have a commitment to excellence, attention to detail, be friendly, customer service oriented and enjoy constant interaction with patrons of all ages and varied levels of technological skills.

DUTIES:

- Plans, organizes, and conducts a wide variety of programs and activities to encourage reading, lifelong learning, and the continued use of library facilities by youth and families.
- Works with library staff to promote and publicize youth services and the library through newspapers, posters, and social media.
- Develops and maintains effective relationships with schools, community groups, agencies and non-profits that serve youth in order to plan and deliver programs and services that meet children's and teen's needs and interests.
- Organizes and conducts tours of the library and its services to school groups and others as requested.
- Assists children and families in finding reading material and information and in using library services and facilities.
- Provides individual and group instruction in the use of library services, including the use of the online catalog, reference sources and other resources for research and study projects.
- Selects, evaluates, maintains and discards youth materials based on professional judgment and preferences of patrons.
- Plans and implements technology services to children, teens and families, including training and supervising staff and volunteers to implement these services.
- Participates as part of the management team in developing goals, policies and procedures for the library.
- Participates in management meetings.
- Understands and follows library policies and procedures; acts as a role model for staff and volunteers.
- Supervises staff and volunteers.
- Assists the Director in creation of the library's annual budget as it pertains to the Youth Services Department.
- Compiles statistics on attendance of all youth programs for monthly and annual reports.
- Works at the Information Desk and performs general library work as needed.
- Advocates for children and teens in the library setting, assuring respect and fair treatment.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong public service attitude and ability to relate to and communicate with children and teens.
- Broad knowledge of the intellectual, emotional, psychological and physical development of children.
- Genuine respect for children and teens and an ability to establish rapport with them.

- Ability to establish and maintain effective working relationships with colleagues, patrons, user groups, community organizations, and volunteer groups.
- Ability to initiate, organize and implement programs, services, and projects.
- Ability to work varied hours which may include weekends and evenings.
- Ability to administer and direct the work of staff and volunteers.
- Initiative, creativity, flexibility, resourcefulness and good judgment.
- Ability to represent the library at professional and community meetings.
- Professional communication skills.
- Ability to work effectively with a diverse array of patrons, volunteers and staff.
- Ability to work in an environment where multiple demands and interruptions are the norm and where physically demanding work is required, such as lifting books or standing for long periods of time.
- Willing to participate in relevant continuing education programs as offered by the library.
- Pre-employment drug testing and/or criminal background check may be required.

Physical Requirements: The job requires the employee to sit and work at a desk, stand, twist/turn, maintain flexibility, hear, listen, see, and speak clearly; frequently stoop/bend and walk; perform manual dexterity movements; seldom sit, kneel, crawl, and balance. The job also requires the employee to lift and carry 10-25 lbs; seldom lift and carry 50 or more pounds while twisting and turning; reach at, above, and below shoulder height; grasp objects weighing 10-25 lbs.; push and pull objects weighing 50 lbs.

Mental Requirements: The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used Microsoft applications, library systems and databases, email and cloud environments, and social media. The job requires the employee to operate and occasionally troubleshoot general office equipment as well as smartphones, tablets, e-readers, gaming equipment, new consumer technology, and book carts.

Work Environment: The job requires the employee to be subjected to repetition, working with community partners, working alone, working away from the library, working around others, verbal contact with others, face-to-face contact, noise, inside and outside environments, mechanical equipment, and moving parts.

Expected Hours of Work: Regular schedule is Tuesday-Friday, 9 hours per day. Evenings are often a part of the schedule to accommodate programming. Occasional work on Saturdays is also required. Flexibility can be arranged with the director as needed to perform the duties of the position and balance the workload.

Expected Travel: The job requires some travel for training and conference activities, travel in the community to conduct programs, and attendance at community and business events.

Minimum Qualifications

Proficient with standard Microsoft applications (including Office applications), online library automation system and online searching. Understands the role of technology in providing library services and is proficient in that technology. Ability to learn and adapt to new software and equipment technologies.

Provides exemplary customer service and maintains a favorable public image of the library. The incumbent has a desire to work in a public service role. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds, youth and families, volunteers, and coworkers. Builds and maintains positive working relationships with individuals at all levels of the organization and fosters positive partnerships with outside organizations.

Experience: 1 year of professional library experience with children and families or relevant experience with programming and/or library collection development for youth and families.

Education: Bachelor's Degree; persons with equivalent education and/or experience which demonstrates ability to perform the duties of this position will also be considered.

Training, Licenses, or Certifications: Valid driver's license in good standing.

Supervisory Responsibility: Works closely with the Youth Services Library Assistant to provide programming and materials to children and families.

Preferred Qualifications:

Two years of more of experience with library programming and library collection development for children and families.

Management and/or supervisory experience.

Master's Degree in Library Science or certification by the Montana State Library or another state library; Teacher Certification.

SALARY AND BENEFITS:

Salary is \$45,000 per year and medical, dental and vision insurance is provided. Retirement benefits are provided through the Montana Public Employee Retirement System (PERS).

THIS POSITION IS EXEMPT FROM THE OVERTIME PROVISIONS OF THE FAIR LABOR STANDARDS ACT

**Disclaimers: The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Management reserves the right to assign or reassign duties and responsibilities to this position at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. Bitterroot Public Library is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, religion, national origin, sex, sexual orientation, age, or disability.