

NOTICE OF JOB OPENING

Andrews County is currently accepting applications to fill a full-time position at the Andrews County Library. Applications are available in the office of the County Judge, County Library and online at www.co.andrews.tx.us and will be accepted **until the position is filled**. Please return a completed application to the Andrews County Library, 109 NW 1st St, Andrews, Texas.

According to Andrews County Personnel Policy, the Job Description is posted with this announcement, and is available upon request in the County Judge's Office, Courthouse, Room 104, Andrews County, Texas, 79714.

Applications will be considered regardless of race, creed, sex, national origin, or age in compliance with Federal Regulations. A verification of references will be made as well as a check on Applicants' driving records in order to assure insurance coverage on the individuals. Poor driving records or DWI convictions will eliminate an applicant from consideration for employment.

A physical examination will be arranged and paid for by Andrews County for the prospective employee, which is selected, prior to their acceptance of employment, in order to assure health insurance coverage for the individual. This physical shall include drug testing, as provided by the Personnel Policy

Youth Services Librarian Job Description

Library Classification: Youth Services Librarian Position

Description of Responsibilities:

Plans and conducts the children's and teen programs and services of the library under the supervision of the library director.

Duties:

1. Plans and conducts preschool story hour on at minimum a weekly basis.
2. Plans and conducts a summer reading program for children ages preschool through teens.
3. Plans and conducts a book discussion group for interested children.
4. Communicates with homeschoolers, teachers, students, parents and community members to promote library services.
5. Provides attractive displays and settings to encourage reading.
6. Plans and conducts special programs after school and around holidays.
7. Contacts special performers for prices in conjunction with the summer reading program.
8. Assists library patrons, primarily children and their parents, in finding material they want, answering reference questions and providing reader's advisory.
9. Plans for and orders craft supplies and any other items needed for children's programming.
10. Organizes and gives tours of the library and its services to school groups, etc.

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Duties (continued):

11. Composes and prepares public relations materials such as news releases, flyers, brochures, etc. for approval by the library director before they are printed or put out for the public.
12. Assists in book selection of children's materials (books and audio visual), and inventory and weeding of children's collection.
13. Reads and responds to correspondence and email pertaining to youth services.
14. Compiles statistics on attendance of all children's programs throughout the year for the annual report and statistics on the summer reading program.
15. Works at the Circulation Desk as needed. Checks library material in and out. Shelves library material. Performs related duties as required.
16. Deals tactfully and courteously with the public. Upholds all confidentiality rights of patrons and patron records as stated through ALA.
17. Upholds established library policies and procedures.
18. Works closely with library director in planning programs and maintains an effective working relationship with fellow staff members. Must possess a cooperative team spirit.
19. Uses library-provided means for continuing education and training. Attends training, workshops, conferences and other continuing education related to youth services as approved by the director.

Knowledge and abilities:

1. Working knowledge of library methods and procedures.
2. Proficient in conducting story hour appropriate for preschool children, using stories, songs, finger plays, action rhymes, etc.
3. Ability to organize, plan and conduct programs for the entire year, well in advance of carrying them out.
4. Ability to communicate effectively with children, parents, staff and all library patrons in person and over the telephone.
5. Knowledge in using LinkCat (the library catalog), the internet, and other computer software as related to youth services.

Mental requirements:

1. Strong communication skills; both written and oral
2. Exceptional reading ability; effectively read and understand information in written form, as well as ability to read to children aloud.
3. Ability to comprehend and follow instructions.
4. Mathematical ability; calculate fines and copier money and make change.
5. Time management skills; set priorities and meet assigned deadlines.

Youth Services Librarian Job Description

Equipment used:

Personal computer, laptop, printer, scanner, copy machine, fax machine, calculator, audiovisual equipment, laminator.

Education and experience:

1. Bachelor's degree required. MLS Degree preferred.
2. Keyboarding and computer experience.
3. Previous library work experience preferred.
4. Previous job experience working with children in some capacity, at school or preschool is highly desired.
5. Bilingual preferred.

Salary: Hourly wages are determined by library director depending on qualifications and in accordance with County-approved salary scale.