

## Farmington Libraries

### Job Description

**Date:** January, 2026

**Position:** Youth Services Librarian

**Department:** Farmington Libraries

**FLSA:** Exempt

**Reports to:** Director of Youth Services

#### **SUMMARY OF RESPONSIBILITY:**

The Youth Services Librarian manages our robust graphic novel and juvenile fiction collection, runs weekly programs and storytimes, and works closely with our local schools doing outreach. This position is also responsible for the supervision of the Children's Department in the absence of the Department Head.

#### **Essential Functions:**

- Provides a full range of youth services to the public (in-person, online, and telephonically), including reference, readers/media advisory, assistance with library technology and online resources, and other public services as needed.
- Assists in the development and maintenance of print and digital collections for children ages birth to twelfth grade.
- Plans and conducts Storytimes, afterschool programs
- Assists Director in maintaining and updating the Youth Services collections budget.
- Provides outreach services to local schools and childcare centers, as well as at least two offsite events each year that may fall outside of regular hours.
- Collaborates across departments to provide all age library programs.

#### **Other Functions:**

- Performs related duties as required.

**The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.**

## **QUALIFICATIONS AND COMPETENCIES:**

- MLIS from an ALA accredited institution or significant progress towards an MLIS, with an emphasis on children's literature and services.
- 2-3 years of collection development experience in a public library.
- Access to available transportation to provide outreach services to local schools and daycare centers.

## **PREFERRED QUALIFICATIONS:**

- 2-3 years of programming experience with a focus on those in grades 1-3.
- Familiarity with the developmental, recreational, and education needs of young children.
- Solid working knowledge of all Microsoft Office Suite software, Canva, internet searching, and the ability to learn new technologies as required.
- Strong customer services skill.
- Interest in and strong knowledge of children's literature.
- Proven ability to work collaboratively with a diverse range of people.
- Ability to balance multiple priorities and meet deadlines.

## **Mental and physical requirements:**

**The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- Must be able to perform continuous bending, twisting, stooping, reaching and lifting of moderate to heavy weight material up to 25 lbs. and have the ability to push book trucks with up to 150 lbs. of materials.
- Must be able to walk, sit and stand for extended periods during the shift.
- Vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Ability to keep composure with the public and co-workers in everyday, stressful situations.