Youth Services Librarian
Grimes Public Library

The Grimes Public Library is looking for an enthusiastic librarian to join our Youth Services team. This position is 28 hours per week and includes daytime, evening and weekend hours. Salary is $15 per hour.

Primary duties:
-Develops, plans, and conducts weekly programs for children and caregivers which encourage reading, viewing, and listening skills and the use of the library facilities and materials.
-Engages in outreach to schools, daycares and preschools, and other community organizations and agencies that serve children and their caregivers.
-Collaborates with other youth services librarians to provide programs that serve the youth of the community.
-Provides reference service to children, teachers, and caregivers, and provides readers advisory service.
-Assists with selection and withdrawal of children's materials.
-Performs public service duties at the circulation desk as needed.
-Prepares statistical reports for the director.
-Participates in short and long range planning for youth services and general library programs
-Participates in professional library organizations and attends meeting and workshops to remain current in field.
-Other duties as assigned.

Knowledge, Skills and Abilities:
-Knowledge and appreciation of literature for children, and a broad range of reference and readers' advisory materials.
-Knowledge of library policies and procedures.
-Skill in using current library technology and automated systems.
-Skill in selecting appropriate materials for youth patrons.
-Ability to develop and plan creative and successful youth programs that serve the needs of the community.
-Ability to work in a team environment.
-Ability to establish and maintain effective relationships with others.
-Ability to communicate effectively orally and in writing.
-Ability to provide outstanding customer services both in person and on the telephone.
-Ability to keep records and files and compile reports.

Education requirements:
-Bachelor's degree and experience working with children required. Strong interest and knowledge of children's literature and program planning required. Successful public library and customer service experience preferred.

To apply please complete the following items to: Grimes Public Library, C/O Karla Pfaff, P.O. Box 290, Grimes, IA 50111-0290 or karla@grimes.lib.ia.us.

- An application with the City of Grimes - http://grimesiowa.gov/employment.
- A cover letter and resume.

The review of applications will start immediately. The position will remain open until filled.

The City of Grimes is an Equal Opportunity/Americans with Disabilities Act/Smoke-Free Employer.