Position Title: Youth Services Librarian

Description: Under general direction, performs a variety of professional librarian functions in support of library operations; provides reference and reader’s advisory services to patrons; instructs the public in the use of library computers and equipment; coordinates and delivers library programming; and performs other specialized duties relative to area of assignment.

Primary Duties and Responsibilities:
- Manage all library programming for youth, including scheduling and presenting programs, as well as promoting and publicizing these programs to the community. Cooperate with other library staff to provide programs when appropriate.
- Provide outreach in the community by visiting organizations, building relationships, and other activities to promote the library and its youth offerings.
- Maintain a safe, organized, and inviting space for youth and families visiting the library.
- Manage and maintain all youth collections, including selection, weeding, processing, and cataloging of materials.
- Provides training for and supervises the work of assigned library personnel and volunteers.
- Manage the library's certification as a Family Place Library.
- Manage Summer Reading Program in cooperation with other library staff.
- Provide a high level of customer service when interacting with patrons, volunteers, and other staff members. Assists and cooperates with all library activities as assigned, including circulation tasks, telephone and reference work, programming, and computer troubleshooting.
- Participates in activities of professional associations as time permits.
- Prepares statistical reports as requested monthly and annually.
- Other duties as assigned.

Education and Experience:
- Master’s Degree in Library Science or Library and Information Science from an American Library Association accredited institution or obtain within six (6) months of hire.
- One (1) year experience as a librarian in a public library environment is preferred.
- Bilingual (English/Spanish) preferred.

Required Licenses or Certifications:
- Must possess or be able to obtain a valid Texas Driver’s License.
Required Knowledge of:

- Principles and practices of library science.
- Public library operations, services, and policies.
- Reference, reader’s advisory, circulation, and cataloging principles.
- Principles of collection development and maintenance.
- Library computer systems, software, and databases.
- Specialized functions relative to area of assignment.
- Customer service standards and protocol.

Benefits: Benefits: As a full-time position, this position is eligible for some benefits including paid holidays, paid time-off (including sick), health insurance, and retirement. The pay for this position will vary depending on experience, but starting range begins at $23 an hour.

To apply: Please send resume and cover letter to the attention of Jenny Rodriguez, Library Director, by email at director@tpml.org. All applications must be received by Monday, August 12, 2024 at 4:00 pm.