



LPLD Job Description

Revised 11.2025

Position/Title: Youth Services Specialist
Department: North Dearborn Branch (NDB)
Pay Grade: 6
FT/PT: Part-Time 24-28 Hours
Minimum Education/Certification Required:
2 Years Post-Secondary Education preferred

Reports to: NDB Manager
Supervises: None
FLSA Status: Non-exempt
Hourly/Salaried: Hourly

Position Summary:

Provides direct services to customers at the North Dearborn Branch; assisting children, students, and adults in using library services and facilities, and developing and implementing events and programs aimed at children.

Essential Functions (Duties, Tasks, Responsibilities):

- Circulate and shelve library materials
- Answer in-person and telephone inquiries, providing reference assistance (print and electronic) and reader's advisory
- Register patrons for library cards and inform them of library services
- Participate in organizational and branch activities and goals
- Implement library policies and initiatives
- Actively promote all LPLD programs and services
- Assist in the management and development of branch Youth Services collections
- Develop and implement programming for youth of all ages
- Track, record, and submit statistics to the Youth Services Department
- Other duties as assigned

Essential Knowledge, Skills and Abilities needed:

- Proficiency with and ability to troubleshoot Windows PCs, online information sources, and various software suites
- Exceptional customer service, both internal and external, with diverse persons
- Experience and enjoyment working with children individually and in groups
- Demonstrated respect for the rights and needs of diverse children, youth, and adults
- Effective communication skills with patrons, library staff, and management
- Attention to detail
- Ability to multi-task and work efficiently regardless of interruption
- Associate/Bachelor's Degree, with coursework in Library Science or education preferred
- Experience with Integrated Library Systems preferred

Working Conditions (Physical Environment/Expectations, Culture, Benefits):

- Work independently, with the public, and with other staff
- Moving through facilities reaching, bending, and kneeling to retrieve library materials and assist patrons for 4-8 hours at a time
- Lifting, pushing, or pulling up to 50 pounds at a time
- Team atmosphere
- A wide variety of hours including evenings and weekends
- Ability to travel between branches when necessary
- Competitive benefits package

Compensation: \$14.33