



# City of Belgrade

91 E. Central Ave.  
Belgrade, MT 59714  
Phone: 406-388-3760  
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## JOB OPENING

November 8, 2017

**Position:** Youth Services Librarian

**Reports to:** Library Director

**Pay:** \$14.40 to \$19.00 per hour

**Hours:** Full Time – 40 hours per week  
Shifts may include 1-2 evenings per week, 1-2 Saturdays per month

**To Apply:** A Cover letter, a signed City of Belgrade Employment Application and Resume are required to be considered for this job opening. An Application form may be downloaded from the City of Belgrade website at <http://ci.belgrade.mt.us/employment/>, picked up at the City Office or the Belgrade Community Library. You may also obtain more information by contacting the Belgrade City Clerk/HR Department. This job is also listed through the Bozeman Job Service Center.

Please submit application packet to: Belgrade City Clerk/HR Dept  
By Mail or in person: 91 E. Central Avenue, Belgrade MT 59714  
By Email: [scaldwell@cityofbelgrade.net](mailto:scaldwell@cityofbelgrade.net)

**First review of applications will be on or after November 20<sup>th</sup>**

### **Summary**

Master's Degree or equivalent is preferred. Experience with Children/Youth services is preferred. The Youth Services Librarian will provide library services to youth, including reference, reader's advisory, programming, community activities, and collection development, as well as serve as head of the library's children's and teen departments.

### **Education, Training, and Experience Requirements**

- Bachelor's degree and 1-3 years of relevant work experience. MLS preferred.
- Extensive knowledge of library practices, especially those that pertain to youth, families, and caregivers and a willingness to stay abreast of changes and library trends.
- Competency in Microsoft Office Professional 2013 and Windows 7 and 8 operating systems. Ability to learn new versions of the listed technologies as they become available.
- Experience with HTML, CSS, Adobe Creative Suite, social media and WordPress.
- Experience with Sirsi Dynix, OCLC, Overdrive and EBSCO databases a plus.
- Strong instruction skills and ability to work with people representing a wide range of technical know-how.
- Enrollment in Montana State Library certification program required.

### **Librarianship Duties**

- Oversees collection management for children's and teen departments, to include selecting and purchasing materials within the scope of a collection development budget and policy, evaluating and deselecting materials as necessary, and generating collection statistics and reports.
- Writes and administers grants for collection and program development, primarily for the children's department. Manages grant budgets and creates final reports.

### **Librarianship Duties (continued)**

- Designs and implements services for infants through teens, including outreach, summer reading, story times, and other high-impact programs.
- Collaborates with community organizations to develop and maintain partnerships for family programs and services.
- Oversees library volunteers assigned to the children's department by the Library Director.
- Works a portion of each shift on the reference or circulation desk, as need.
- May serve as point of contact and leadership in the Director's absence.

### **Other Duties**

- Works with the technology/public services librarian as needed to answer reference questions regarding technology and MontanaLibrary2Go. This includes basic hardware maintenance and computer software skills.
- Participates in a public relations program to promote and publicize the library in the community, including posting content to the library's website and social media.
- Manages the creation and distribution of the library's newsletter.
- Performs nightly cash register reconciliations and deposits.
- Other duties as assigned by the Library Director.

### **Working Conditions and Physical Requirements**

Flexibility during the workday will be required depending on reference and circulation desk needs. Employee will assist patrons in making effective use of the library, including aiding in the location of materials; providing instruction in the use of the internet, databases and other computer applications; answering reference questions; and occasionally performing library opening and closing duties throughout the work week. Cooperation and teamwork skills are essential.

Duties are performed in an office-type environment. Duties require walking, standing, keyboarding, and lifting and carrying items. Must be able to push and pull book trucks with casters. Hours are irregular, including evenings and weekends. The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**\*\*City of Belgrade is an Equal Opportunity Employer\*\***