

## NOTICE OF JOB OPENING FORM

Supervising elected official: John McGraw

Fund Number: 3008

Department: 0600

Budget Line Item: 1341

Rate of pay: \$47,340

40 hours weekly, weekdays  
Working hours: and some Saturdays

Job Title: Youth Librarian

Job Description: This position requires a creative, energetic individual to work with staff to enhance children's & teen services through planning, conducting, and advocating services that meet the needs of youth in the community. This position participates in the public service functions of the library

Essential job functions: Develop and implement a variety of library-related educational programs and activities for youth, primarily implementing literacy (storytime) programs for early childhood through elementary ages. Make school visits & other community outreach visits. Work public desks as needed. Advise and assist Library patrons in the use of Library services and tools.

### Minimum requirements

Education: Bachelor's Degree required, preferably in a related field

6 months or more work experience performing clerical and/or public service duties.

Experience: Experience working with children strongly preferred

Skills and knowledge: plan and conduct multiple programs per week and working with families in group settings, provide courteous public service, keyboarding at or above 25 wpm, experience with MS Office software, able to lift or move up to 40 pounds, ability to work in a team setting.

Other requirements: valid driver's license, able to pass required background checks

Position posting date: January 21, 2026

Position closing date: February 6, 2026

Signature of supervising elected official: John McGraw

Date: January 21, 2026