

Librarian II – Youth Services

\$47,424 / year or higher DOQ + [Full-Time County Benefits](#)

The Williamsburg Regional Library, winner of the 2018 ELGL silver award for best public library in the United States, is seeking an innovative and engaging individual to coordinate, evaluate, present and assess children's programming in the library buildings and at outreach locations, working to ensure that programming offered by the division meets the goals of the division director and supports the strategic direction of Williamsburg Regional Library. The ideal candidate is one who can take a leadership role in planning and executing large-scale family programming and has experience in managing and evaluating projects.

Responsibilities:

- Provide exemplary customer service on the public service desks and in the community.
- Manage portions of the Summer Reading Program, which includes assisting with the recruitment, training, overseeing, and scheduling of the summer volunteers and paid summer reading staff.
- Perform meaningful work providing reference and readers' advisory.
- Weed, develop, and maintain assigned collection areas.
- Work with other library divisions and community partners to provide library services to the community.

Requirements:

- Master of Library Science (MLS) degree from an accredited American Library Association (ALA) college; some public library experience, experience successfully managing large-scale projects, and experience overseeing volunteers and staff assistants.
- Extensive knowledge of children's literature; working knowledge of printed and electronic reference sources; library research techniques including online and other electronic sources; and, library procedures.
- Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in use of computer software, especially Microsoft Office Suite, digital resources, commonly used applications, and social media; oral and written communication.
- Ability to effectively work with users of all ages and other library personnel; plan and organize daily work and special projects; establish and maintain relationships with library administration and staff members, government/school/community officials and personnel, vendors, and the public; be an effective ambassador for the library and represent the library in a positive manner.

Accepting applications until 11:59pm EST on 11/23/2019 or until filled, whichever comes first. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>