

**Montgomery County - Norristown Public Library
Job Description**

Title: Youth Services District Consultant	Classification: Librarian III
Primary Work Location: Norristown, PA	Department: Montgomery County Library District
Supervisor: Executive Director/District Administrator	Number of Employees Directly Supervised: 0
Status: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary	Fair Labor Standards Act Status: Exempt
<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	Hours: 20 hours/week (Days, Evenings, Weekends)

Statement of Responsibilities

Advises youth services librarians, library directors and para-professional staff of both the Montgomery County-Norristown Public Library and the public libraries of the Montgomery County Library District on matters related to collection development, reference and reader’s advisory service, programming and administration of service to children and young adults. This position is based out of the MC-NPL Main Library and there is a significant amount of travel that is required throughout Montgomery County.

Organizational Relationships

Ensures that the Montgomery County-Norristown Public Library, in its capacity as District Library Center for the public libraries of Montgomery County, provides leadership, support and coordination for youth services throughout the district. Serves as liaison between youth services librarians at district libraries and the various departments of the Montgomery County-Norristown Public Library. May serve as liaison between public libraries of Montgomery County and organizations such as the Intermediate Unit, school districts, head start, social service agencies, and governmental organizations.

General Responsibilities and Examples of Work

Staff supervision and training

- Identifies training needs for youth services staff of the Montgomery County District. Plans appropriate training to meet these needs
- Visits district libraries to advise, evaluate, and assess the quality of youth services. Provides support and guidance to local youth service librarians and their administrators in areas such as collection development, programming, and services.

Public service responsibilities

- Assists and coordinates Summer Reading Programs for district libraries in cooperation and coordination with the statewide (national collaborative) reading themes.
- Represents the Montgomery County-Norristown Public Library in cooperative projects with school districts, intermediate unit and community organizations.
- Coordinates planning for district-wide youth services, such as Science in the Summer, among district libraries.
- Acts as a liaison for Montgomery County Library District and the Commonwealth library around services for youth.
- Works with youth services district consultants from the five county South East Region to plan and implement region-wide projects.

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- Participates in statewide youth services projects and initiatives.
- Coordination of Youth Services materials (kits, resources, etc.) for use among all District

Back office responsibilities

- Plans and develops, in partnership with district libraries or by the request of the director, appropriate grant applications for special projects, programs and services.
- Coordinates grants involving district wide youth services
- Prepares reports as needed
- Attends department heads meeting of the DLC, continuing education workshops and other meetings as required.
- Serves on staff and board committees as requested by the director.
- Represents District youth services at MC-NPL Board meetings

Qualifications for Employment

Masters in Library Science from an ALA accredited library school required. Must have at least 3 - 5 years of experience in youth services, including a minimum of two years in a supervisory or administrative capacity with a library. Substantial travel is required. Must be able to travel to all district locations when needed. Potential employment is contingent upon submission of the results of the following background checks: PA State Police Criminal History, PA Child Abuse History Clearance, and FBI Criminal Background Check. Completion of PA State Mandated Reporter Training within 30 days of hire is also required.

Physical Demands or Requirements (* is used to indicate essential requirements)

Strength/movement requirements

- Able to lift or move 25 pounds*
- Able to bend to floor level and/or reach overhead
- Able to stand and/or walk for 30 minutes period of time
- Able to sit for 3-hour period of time*

Manual/physical dexterity requirements

- Able to manipulate keyboard of computer, typewriter or other office equipment*
- Able to manipulate mouse, pointing device or other input device*
- Able to manipulate data cables, cords, connections, or similar power and data devices
- Able to manipulate pages of books, insert and remove disks, manipulate library materials*

Communication requirements

- Able to use telecommunication devices to hear and speak with staff and public*
- Able to see, understand and create written material*

Employee Signature: _____ **Date:** _____