



Lake Travis Community Library  
21209 State Highway 71  
Spicewood, TX 78669  
(512) 263-2885  
librarian@laketravislibrary.org  
laketravislibrary.org

## **LAKE TRAVIS COMMUNITY LIBRARY JOB DESCRIPTION**

### **JOB TITLE**

Youth Services Librarian, 40 hours per week

### **JOB SUMMARY**

Under the supervision of the Assistant Library Director, the Youth Services Librarian will manage all youth programs for the new West location of the library district, including the Summer Reading Program. We are looking for a librarian with a passionate desire to work with children and teens in a public setting.

The position requires the ability to communicate orally and in writing, retrieve and return books to shelves, and maintain the confidentiality of library users' records. The ability to work independently is essential.

This position is primarily located at the West location, with service at the Lakeway location as needed.

### **LIBRARY DUTIES**

- A. Foster strong customer service with all library users
- B. Plan, present, and evaluate developmentally appropriate youth programming that is responsive to community demographics and demand
- C. Provide reader's advisory and reference services
- D. Assist in juvenile and young adult collection development through weeding and recommendations for new and replacement materials
- E. Work with other staff to provide outreach service to youth who may not otherwise have access to library resources
- F. Submit Texas Commission on the Arts programming grant applications and others as appropriate
- G. Staff the circulation and children's desks and perform general circulation procedures
- H. Work harmoniously with library staff and volunteers
- I. Open and close the library as needed
- J. Lift or maneuver up to 35 pounds
- K. Perform other tasks as assigned
- L. Includes working weekend and evening hours

## REQUIRED EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSES

- A. Bachelor's Degree required
- B. Master's Degree in Library Science preferred
- C. Two years of experience working with the public preferred
- D. Must be computer literate with working knowledge of the Microsoft Office Suite
- E. Spanish language skills will be considered an asset

## PERSONAL CHARACTERISTICS

- A. Adaptable
- B. Responsible
- C. Creative
- D. Work well under pressure
- E. Maintain good working relationships and a positive rapport with the community
- F. A team player
- G. A skilled problem solver
- H. Must pass a background check

## SCHEDULE

Must be able to work a flexible schedule which may include some evenings. This position will be full-time and include working Saturdays from 9am-4pm.

SALARY RANGE: \$46,000 - \$50,000 per year, plus benefits

To be considered for this position, please send a cover letter, application, and resume to [librarian@laketravislibrary.org](mailto:librarian@laketravislibrary.org) by Monday, July 22nd. Applications are available at the Lake Travis Community Library and at [laketravislibrary.org](http://laketravislibrary.org).

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