



4000 W. Pratt Ave.
Lincolnwood, IL 60712
(847) 677-5277
Lincolnwoodlibrary.org

Job Title: Librarian
Department: Youth & Teen Services
Supervisor Title: Head of Youth & Teen Services
FLSA Status: Non-Exempt
Last Updated: January 2025

Job Summary:

Under the supervision of the Head of Youth & Teen Services, develop, implement, and evaluate the department's services, programs, collections, and technology. Staff will specialize in an assigned area, such as early literacy, elementary school aged children, tweens & teens.

Essential Job Duties & Responsibilities:

1. Provide friendly, efficient, and knowledgeable customer service.
2. Maintain and administer youth and teen reference and reader's advisory services including regularly working a service desk.
3. Select the assigned resources for the youth and teen collections and develop these collections in accordance with library policies and service goals.
4. Develop and present programs that respond to the needs and interests of the community, with a special emphasis on youth, teens, and families.
5. Organize and implement outreach efforts for youth, teens, and families.
6. Enforce policies, procedures, and guidelines governing patrons' use of and behavior in the library.
7. Stay abreast of new technologies, library trends, resources, and materials.
8. Serve on committees of library and community organizations in order to identify resources and services that respond to the needs and interests of the community.
9. Assist and instruct patrons using virtual resources, downloading digital content, using publicly available technology including computers, printers, copiers, scanners, fax, etc.

Closing Statement:

Performs other duties as assigned.



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Minimum Qualifications:

- MLS from an ALA accredited graduate school.
- One year experience working with youth, teens, and/or families in an educational or public library setting.
- Knowledge of youth and teen programs, literature and services.
- Intermediate to advanced computer and information technology skills.