JOB ANNOUNCEMENT
Librarian I – Youth Services
MILL VALLEY PUBLIC LIBRARY

ABOUT THE POSITION:
The Mill Valley Library is recruiting a Youth Services Librarian I. The person in this position reports directly to the Supervising Librarian, Head of Youth Services. They will be an integral part of the planning and implementation of programs and services to the youth demographic.

The Youth Services Librarian I will:

- Provide reference at the public service desks, as well as through email and by phone.
- Perform readers advisory services, including working on personalized reading lists and reading challenges.
- Develop and implement new programming, including all aspects from inception to evaluation.
- Conduct outreach to the community at schools, preschools, pop-ups, events, and other locations.
- Develop the collection in selected areas and work with other staff to promote an excellent collection.
- Develop and present story time for children and families.

(See Job Description for complete list of essential duties & abilities.)

Typical Projects:
- Assist in planning annual summer reading program.
- Develop new early literacy offerings.
- Use diversity audit of collection to increase materials in select areas.
- Create Grab & Go Bags and similar offerings.
- Look for new ways to support Library’s DEI efforts.

ABOUT THE LIBRARY:
Known for its beautiful facility and innovative programming, the Mill Valley Library welcomed approximately 240,000 visitors annually pre-pandemic with close to 45K participants attending 1,200 programs. An After-Hours Lecture and Performing Arts Series, along with strong programming in the areas of writing, playwriting, storytelling, and poetry, contributed to the Library as a place where people found intellectual and personal enrichment. The Library has a Recording Booth, Technology Center, Robotics Lab, SmartGarden, and History Room. In 2015, it was named one of the Best Small Libraries in America. In 2020, it won the Public Library Association’s Innovation of the Year Award.

The Youth Services Division is known for its robust programming including after school program series, unique summer reading programs, and personalized reading programs. According to surveys, many parents consider the Library’s offerings for children an important reason to live in Mill Valley.

SALARY AND BENEFITS:
$4,856 – $6,508/month DOE (35/hr. work week)
Please view CalOpps for additional information.

APPLICATION INSTRUCTIONS:
Filing Deadline is 5:00 P.M. Wednesday, January 18, 2023.
1. To apply, please visit www.calopps.org
2. Using the application process in the above link, please include (upload) your Cover Letter and Resume.

The City of Mill Valley is an Equal Opportunity Employer.