



City of Ames Librarian - Youth Services

SALARY	\$30.32 - \$43.24 Hourly \$63,060.82 - \$89,947.94 Annually	LOCATION	50010, IA
JOB TYPE	Full-Time	JOB NUMBER	25-3121-01
DEPARTMENT	Library	OPENING DATE	09/10/2025
CLOSING DATE	9/24/2025 5:00 PM Central	FLSA	Exempt
BARGAINING UNIT/MERIT		RESIDENCY REQUIREMENT?	No

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

General Information

<https://www.youtube.com/embed/97rsAGfo1eQ?&wmode=opaque&rel=0>

Ames Public Library has an exciting opportunity for a Librarian to join our Youth Services team!

Under the direction of the Youth Services Manager, serves in a leadership capacity to develop, implement, and evaluate library collections, services programs and outreach activities. A Librarian performs professional library tasks that include reference, readers advisory, programming and assisting customers in the use of technology. This position also contributes to the efficient and responsive daily operations of the Youth Services Division.

Youth Services Librarians at Ames Public Library focus primarily on customer service and collection development, with opportunities to develop and facilitate programming, outreach, and community partnerships. Successful candidates will be creative, engaged, strategic thinkers who are enthusiastic about serving a youth audience (babies through teens / young adults age group) and their respective caregivers.

This is a 40 hour per week position with a schedule that includes 1-2 night shifts per week and 1-2 weekend shifts per month. This position is part of our library's leadership team and regularly helps maintain building safety and security as

a member of our PIC (Person In Charge) team.

Ames Public Library is committed to creating a welcoming space that recognizes the inherent dignity of every person. We honor the unique backgrounds, experiences, and perspectives of customers, staff, and the community as a whole.

Ames Public Library works to reduce barriers to access for the public, provide a safe environment for community members, and foster a supportive workplace. As such, all employees will work to create a culture of respect and dignity for staff and customers.

We invite candidates who have leadership skills, are strategic thinkers and problem solvers, with strong interpersonal, organizational, and communication skills, and are dedicated to creating a welcoming space that connects our community to the world of ideas.

Applications submitted for this position by the application deadline may be considered for other openings within this classification; for up to 6 months.

Candidates are required to submit the application and full completed supplemental questionnaire to be considered for this position, no later than the deadline of this posting. Your application includes complete responses to the supplemental questions. Please keep in mind that submission of a resume in lieu of work history on your application or answering the supplemental questions is not sufficient.

To discover the contributions of Ames Public Library please visit the websites below:

[Ames Public Library](#)

[Ames Public Library YouTube Page](#)

[Ames Public Library Friends Foundation](#)

Why Ames? Click [Here](#)

Career Resources can be found at the library's [online resources page](#).
(<https://tinyurl.com/4t95uxn9>)

Benefits

Our comprehensive benefits package can be viewed at: [City of Ames Benefits](#)

Public Service Loan Forgiveness (PSLF) Program: The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please visit: [PSLF Program](#)

Examples of Essential Job Functions

Examples of Essential Job Functions:

Provides direct customer service in the Youth Services or Adult Services area; researches and analyzes current trends, emerging technologies and issues in librarianship and allied fields; creates a welcoming, safe environment by ensuring building safety and security as a member of the person-in-charge (PIC) team; interprets policies and procedures for the staff and public; advocates for library users, to ensure a quality and equitable customer experience; identifies individuals and groups presently not served and seeks ways to engage these individuals and communities; maintains a high level of expertise in library principles and best practices in serving specific demographics; considers community trends and demographics to assess customer needs in determining collections, services, and programs; creates an environment that

is clean, welcoming, enjoyable and convenient to use; displays and markets materials effectively; participates in strategic planning; recommends, leads and participates in library-wide process improvement teams; identifies, interprets and accesses a variety of information sources appropriate to customer needs and abilities; provides accurate and comprehensive information in response to customer requests; provides reading recommendations based off customer interests; assists in preparation of annual budget for collections; monitors expenditures of assigned collection budgets; analyzes statistical data to ensure current, responsive collections; maintains weeding schedule to keep the collection current and in excellent physical condition; designs programs based on customer developmental needs and interests; demonstrates a knowledge of literature, media, technology trends and other materials that constitute a diverse, current and relevant collection; collaborates with community groups to plan, facilitate, evaluate, and promote library programs; presents programs, both within the library and through outreach, commensurate with community needs and library's mission; develops publications, workshops, training modules, handbooks, and other instructional materials; participates in special projects; provides generalized training to all staff in reference interactions, readers' advisory, and library technology; teaches information literacy skills through classes, tutorials, programs, and individual instruction; assists customers in use of library technology; promotes activities that build and strengthen information literacy skills and lifelong learning; plays an active role in professional organizations and pursues continuing education opportunities; stays up-to-date on library practices and trends; represents the library in the community; makes presentations and advocates for the role of the library through written materials and various media, including radio and television; identifies and pursues grant opportunities and implements them as needed; performs other job duties as assigned.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respect and dignity for one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Qualifications

Education and Experience: Master's degree in library science from an ALA accredited institution or Master's degree in related field.

An equivalent combination of related education and experience may be considered.

Licenses and Certificates: Commitment to attain and maintain State Library of Iowa Public Librarian Endorsement.

Knowledge, Abilities and Skills: Extensive knowledge of the philosophy, principles and practices of public library services; the principles of intellectual freedom, privacy and library patron rights; computer applications; integrated library systems; emerging technologies, trends and resources relevant to public library services, principles of public relations and promotion.

Skill in: data analysis; budget preparation and monitoring; customer service; written and oral communication; training staff and volunteers; using print and electronic resources; collaborative leadership; principles and practices of continuous improvement; critical thinking and decision making; creative problem solving.

Ability to: work independently and in a team environment; work with a sense of urgency, tact and sense of humor; evaluate effectiveness of current practices and recommend improvements; initiate, implement and evaluate services and

programs; be proactive in problem-solving and trouble-shooting; assess and prioritize multiple tasks, projects and deadlines; tolerate ambiguity; develop and teach curriculum; handle challenging situations and people; motivate change; develop effective working relationships in the library, City of Ames, community and profession; demonstrate professionalism and positive attitude.

Supplemental Information

Required Physical Activities: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, repetitive motion.

Physical Characteristics of Work: The work involves sitting 40 percent of the time; sitting and using arm/leg controls 5 percent of the time; standing (but not walking) 30 percent of the time; standing and walking (including climbing stairs), twenty five percent of the time; routinely lifting objects under 10 pounds; occasionally lifting objects from 10 to 25 pounds, occasionally lifting objects from 25 to 50 pounds; infrequently lifting objects over 50 pounds, frequently pushing and pulling of carts from 25 to 50 pounds.

Vision Requirements: Minimum standards for use with those whose work deals largely with preparing and analyzing data, extensive reading, and the use of computer controls.

Environmental Conditions: The employee ordinarily works in an office environment. The employee may be infrequently exposed to weather conditions of snow or ice or to household chemicals. The employee works with the public and is expected to attend to hygiene and health emergencies.

Selection Process:

The selection process consists of an evaluation of education and experience, review of completed application to include fully completed supplemental questionnaire, a phone interview (depending on the number of candidates), a panel interview and the successful completion of a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

Preference may be given to applicants possessing qualifications above the minimum.

Applications submitted for this position by the application deadline may be considered for other openings within this classification; for up to 6 months.

Depending on the number of qualified candidates, the City may fore-go phone interviews.

Compensation Philosophy:

The City of Ames has a compensation philosophy for our merit salary ranges that provides growth for employees as they gain experience and expertise in their roles. The minimum pay of each range is intended to reflect an employee's qualifications that meet the position's minimum requirements. The median of any range is for an employee who can reasonably meet all expectations of the position responsibilities without initial or extensive training. The City may consider a candidate's education, experience, and skills that are above the minimum requirements when considering a salary closer to the median. The median salary for this position is \$76,504 per year.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to

confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

Employer

City of Ames

Address

515 Clark Ave

Ames, Iowa, 50010

Phone

515-239-5199

Website

<http://www.cityofames.org/jobs>

Librarian - Youth Services Supplemental Questionnaire

*QUESTION 1

This is a 40 hour per week position with a schedule that includes 1-2 night shifts per week and 1-2 weekend shifts per month. This position works with all ages of children, teens and their families and consists of direct customer service, collection development, and program planning and implementation. This position is also part of our library's leadership team and regularly helps maintain building safety and security as a member of our PIC (Person In Charge) team.

Is this acceptable?

- ☐ Yes
- ☐ No

*QUESTION 2

Do you have a master's degree in library science from an ALA accredited institution or Master's degree in related field?

- ☐ Yes
- ☐ No

*QUESTION 3

What field is your degree in?

QUESTION 4

Please describe if you have an equivalent combination of related education and experience.

*QUESTION 5

A requirement of this position is to commit to attain and maintain State Library of Iowa Public Librarian Endorsement.

Is this acceptable?

☐ Yes

☐ No

*QUESTION 6

In this role as Youth Services Librarian, how do you ensure that all voices and opinions in the community are heard and represented in the library? (200-400 words)

*QUESTION 7

What are the most important attributes you will bring to the Youth Service Librarian position that help you provide exceptional service to children and their families? (200-400 words)

* Required Question