

Assignment 1: LIS Career Study & Personal Objectives

**Part I: LIS Career Study**

(Note: I could not find job postings for Hawaii – explained in personal objectives)

LIS Profession: Young Adult Librarian, Youth Services Librarian, Children's Librarian

Organization Type: Public Library

Summary of Duties: Plans, presents and implements programs/projects for teens, children and families; provides reference service; responsible for collection development, usage and management; able to use and demonstrate the usage of electronic resources; performs clerical/administrative duties; actively participates in library's public relations; trains staff in youth services

Minimum Qualifications: Masters of Library Science degree from an ALA-accredited institution with successful completion of children's services coursework; demonstrated experience of any nature in working with children; 2 – 8 years of experience working in the public library experience; at least 1 -3 years experience of administrative and supervisory responsibility; desire to work with children

Required Knowledge, Skills and Abilities: Thorough knowledge of library science; ability to organize and supervise the work of others; knowledge of operational services and activities of a comprehensive library program; familiarity with new technologies and social media; clear and effective oral and written communication skills; excellent customer service skills; demonstrated leadership abilities; ability to work independently and as party of a team; ability to forecast and manage budgets

Salary: Varies by location. Trend seems to be relevant to cost of living, experience, and job requirements. Lowest salary: \$33, 599; Highest salary: \$141,241; Average salary: \$44,220

## **Part II: Personal Objectives**

Although I did the career study portion on Young Adult Librarianship, I really am interested in being a School Library Media Specialist (SLMS) in a high school in Hawaii. I decided to change my career study portion because finding current job postings for this position in Hawaii was very difficult. I know that many schools are currently cutting down on library positions due to budget cuts. My good friend is a counselor for Waianae High School and she told me that they currently have no librarians. I also know that Castle High School in Kaneohe (my alma mater) still has 2 librarians, but they only work half time. This school year's budget only allowed for one full time librarian, so they both decided to work half time that way both of them would still have jobs.

There may be some positions available, however, Hawaii's DOE does not post job openings. You need to apply for a job and if you are qualified and there are openings they will contact you. I have also checked the websites of private schools on Oahu and none of them have librarian positions available. I did try to contact the human resources department of these schools, but they have not responded to me yet.

I also know that some state jobs are offered internally first. If a candidate is not found or no one internally is interested, then the job posting becomes available to the public. This may be another reason why I was unable to find some job postings for Hawaii.

Something I do need (and don't have yet) to become a SLMS is a teaching certification with the state of Hawaii. Next spring I plan to apply to the College of Education at UH Manoa for my

Post-Baccalaureate Certification in Secondary Education specializing in Japanese Language. According to Dr. Harada, this certification can be applied towards my SLMS certification.

As part of the admission process, I must have a minimum of 40 hours working with students in the target age I would like to work with. Although I did work with teens in Japan, I think it would be good to work with teens in Hawaii as well. This is why I am currently volunteering at Castle High School on Fridays. I am volunteering at the library and the Japanese language class. I also need to pass the PRAXIS and a Japanese speaking proficiency test.

This past summer, in LIS 682, we had the librarian from Kaimuki High School come as a guest speaker. One of the main points she stressed a lot is collaboration. As a SLMS, you need to not only collaborate with the faculty and administration in your school, you also need to collaborate with the librarians in the community library. The community library may be able to purchase some materials our students may use because there is not enough in the school budget to purchase materials for all classes on campus. One of my strengths is that I am able to work with others.

Another part that stood out to me was the many events that were planned for the library, such as the Twilight, Banned Books and Halloween event. As the Kids Coordinator of the Language School I worked at in Japan, I always thought of activities or events for the kids, especially the around holidays. That was the best part of the job. I'm glad to see that I can continue my event planning skills at the library. Actually, one of the projects I'm working on at Castle is to help revamp the library's frequent readers program.

Some future courses I would need to take and would be relevant for both SLMS and Youth Services are LIS 615 (Collection Management), LIS 611 (Intellectual Freedom), LIS 681 (Books and media for Children), LIS 683 (Services for Libraries), LIS 684 (Administration of School

Library Media Centers) and LIS 689 (Asian American Resources for Children & Youth). If it is possible, I would also like to take some basic business courses on accounting, finance and marketing.

To be honest, job availability as a SLMS does scare me a little. This is why I am hoping I can at least teach Japanese half time and work as a SLMS half time. However, this is also not guaranteed either. I am not sure of other schools on Oahu, but I know that the number of students taking Japanese has been dwindling at Castle. When I was in high school, there were three teachers teaching full Level 1 and 2 classes (about 25 - 30 students) and one teaching full Level 3 and 4 classes. Now, there is only *sensei* teaching all four levels. There have also been talks of combining some of the levels to decrease the number of classes as well.

Although job availability does scare me, I do feel that there is potential and an increasing need for SLMS as well. Many schools have been adopting Learning Communities and Project Based Learning as the curriculum. Many seniors are also choosing to do Senior Projects for the special recognition diploma from the Board of Education. These require lots of research and library time and will not be possible without librarians.

### **Part III: Job Ads**

All ads were found on the ALA jobLIST ([joblist.ala.org](http://joblist.ala.org)) and although I would like to work in Hawaii there were no job postings, so these are from across the United States.

1) <http://joblist.ala.org/modules/jobseeker/Library-AssistantTeen--Youth-Services/20635.cfm>  
More info: <http://www.cityofames.org/index.aspx?page=1100>

CITY OF AMES invites applications for the position of: Library Assistant/Teen & Youth Services

An Equal Opportunity Employer

SALARY: \$40,293.14 - \$56,743.65 Annually

OPENING DATE: 08/15/12

CLOSING DATE: 09/05/12 05:00 PM

GENERAL INFORMATION:

The Ames Public Library is accepting applications for a full-time Library Assistant for Teen & Youth Services. The successful candidate, under the direction of the youth services supervisor, plans and presents programs for teens, children, and families; performs clerical/administrative work; assists the supervisor in planning and organizing the activities of the workgroup; assists library customers in the use of library services, facilities, and equipment; interprets library policies to customers; performs related work as required.

The position is 40 hours per week including regular weekday evenings and some weekends.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Coordinates services for young adults; plans and provides ongoing programming for teens; plans and participates in special events programming for children and teens; works with teen volunteer program; coordinates and mentors Teen Advisory Group; maintains teen portion of the Library's website and social networking sites; maintains familiarity with young adult literature; reads professional literature related to young adult services; stays current on trends affecting teens and implements programs and services as appropriate; maintains a Library atmosphere that is welcoming for teens; encourages teen participation in Library activities. Provides customer service at the Youth Services and Teen desks; conducts appropriate and effective reference interviews; uses print and electronic reference resources to answer reference questions; instructs customers in the use of the online card catalog; assists customers with accessing the Internet and electronic reference resources; provides effective reader's advisory service; assists customers in the use of library equipment; answers customer questions related to policies and procedures. Under the guidance of the collections manager, selects and evaluates children's and young adult materials; monitors materials expenditures; develops reader's advisory tools and maintains knowledge of popular authors, titles, and reading trends; prepares statistical and other reports; assists in departmental and library-wide planning and continuous improvement efforts; serves on committees; attends professional development and continuing education workshops and training sessions; writes Library Notes column; creates and replenishes promotional displays. Acts in accordance with the city's mission, vision, and values; performs other duties as assigned.

Ames Public Library, a department of the City of Ames, expects each employee to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include continuous improvement, respect for others, being customer driven, leadership, data-driven decisions, positive attitude, teaming environment, innovation, honesty and integrity, creativity, innovation, employee involvement, and excellence. 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: Bachelor's degree or a high school diploma and two years of library experience required.

Knowledge, Abilities and Skills: Excellent customer service skills; demonstrated leadership abilities; knowledge of library philosophy, practices and policies; ability to work independently and as part of a team; working knowledge of library computer system, internet searching, e-mail and basic word processing; ability to manage multiple tasks and priorities and work at a brisk pace; ability to tolerate ambiguity and adapt to change; sensitivity to diversity; ability to focus on detail while maintaining a big picture perspective; ability to establish and maintain effective working relationships with managers, co-workers and the public; ability to establish rapport and interact successfully with teens; commitment to innovation and continuous improvement; sensitivity to customer privacy and intellectual freedom issues; ability to be proactive in problem solving and trouble-shooting; ability to contribute to the effectiveness of library collections, services, and programs; ability to think creatively; ability to research and make suggestions for new services and programs; skill in oral and written communication; skill in training staff and volunteers.

#### SUPPLEMENTAL INFORMATION:

To be considered for this position, please submit all required items with your application: a cover letter, current résumé, and list of three professional references. If you are unable to attach the documents to your application, please email them to [hr@cityofames.org](mailto:hr@cityofames.org).

#### APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.cityofames.org/index.aspx?page=128>

#### OUR OFFICE IS LOCATED AT:

515 Clark Ave  
Ames, IA 50010  
515-239-5199  
[hr@cityofames.org](mailto:hr@cityofames.org)

An Equal Opportunity Employer      Job #12-3113-TYS-01  
Library Assistant/Teen & Youth Services Supplemental Questionnaire \* Required Question

\* 1. Describe your experience with teens and teen programming.

\* 2. What is your philosophy of library programming? In your answer, please address the needs for each of the following age groups: infant, preschool, school-age, teen, and families with multiple ages.



dedicated to superb public service, promotion of literacy, and advocacy for children and teens in the community. The following qualities are critical to success in this position:

- Dedication to the field of children's librarianship.
- Zeal for providing library services to teens.
- Positive attitude and approach to problem solving.
- Outstanding interpersonal skills.
- Ability to work cooperatively with a close-knit team.
- Proficiency with current library and technology trends.

To apply, please submit an online employment application available at <http://websites.winnefox.org/forms/jobapp/> as well as a letter and resume to:

Oshkosh Public Library  
Administrative Office  
106 Washington Avenue  
Oshkosh, WI 54901

Or via e-mail to [Cannon@winnefox.org](mailto:Cannon@winnefox.org).

CONTACT: Marcy Cannon; Administrative Office; (920)236-5210; [Cannon@winnefox.org](mailto:Cannon@winnefox.org).

~\*

Note: This posting is not specifically for a Youth Services Librarian, but the job does cover youth services.

3) <http://joblist.ala.org/modules/jobseeker/City-Librarian/20664.cfm>

more info:

<http://agency.governmentjobs.com/anaheim/default.cfm?action=viewJob&jobID=511376>

CITY OF ANAHEIM  
Human Resources Department  
201 S. Anaheim Blvd., Suite 501  
Anaheim, CA 92805

<http://www.anaheim.net>

INVITES APPLICATIONS FOR THE POSITION OF:

City Librarian

An Equal Opportunity Employer

SALARY: \$102,721.00 - \$141,241.00 Annually

OPENING DATE: 08/16/12

CLOSING DATE: 09/07/12 11:59 PM

DESCRIPTION:



The City of Anaheim is seeking a City Librarian to direct, manage, supervise and coordinate the activities and operations of the Library division within the Community Services Department and to provide highly responsible and complex administrative support to the Community Services Director.

#### ESSENTIAL FUNCTIONS:

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for the division including public services, technical support, branch, central, and support services, and administration; recommend and administer policies and procedures.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels. Plan, direct, coordinate, and review the work plan for the Library Division; assign work activities, projects, and programs; monitor work flow; review and evaluate work; meet with management staff to identify and resolve problems.

Select, train, motivate, and evaluate Library Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Oversee and participate in the development and administration of the Library Division annual budget.

Coordinate the development of fund-raising and corporate support programs; coordinate with non-profit foundations to coordinate fund-raising projects and special events.

Initiate and implement long range strategic planning for library services; assess current and probable future community needs and trends

Serve as a liaison for the Library Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Perform related duties as required.

#### QUALIFICATIONS:

Eight years of increasingly responsible professional experience in a public library system including two years of administrative and supervisory responsibility supplemented by a Master's degree in Library Science from an American Library Association accredited college or university.

Knowledge of operational services, and activities of a comprehensive library program; principles and practices of library organization, system development, and service delivery; public library funding sources and fund raising techniques; principles and practices of contract development and administration; advanced principles and practices of library science including collection development; cataloging and classification systems.

Knowledge of library automation principles and practices including technological trends and hardware and software systems as applied to library activities; customer service, public relations, and outreach methods and techniques; community needs and interests and their relationship to

library materials and services; research and survey techniques including data collection methodologies and statistical principles; advanced principles and practices of municipal budget preparation and administration; principles of supervision, training, and performance evaluation; pertinent federal, state, and local laws, codes and regulations.

Ability to oversee and participate in the management of a comprehensive library program; oversee, direct, and coordinate the work of lower level staff; select, supervise, train, and evaluate staff; participate in the development and administration of goals, objectives, and procedures for providing effective and efficient library services; elicit community and organizational support for library programs; create vision and strong leadership for the division; analyze, assess, and address community needs related to the library services and recommend plans for modifying or extending library services, programs, and activities to meet community needs and requirements; facilitate, develop, and work with groups to create partnerships and coalitions; prepare and administer large and complex budgets; prepare clear and concise administrative and financial reports; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; research, analyze and evaluate new service delivery methods, procedures, and techniques; interpret and apply federal, state, and local policies, procedures, laws, and regulations; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

Possession of an appropriate, valid driver's license.

Desired Competencies:

Leading for Results: Creates a positive work environment where all are motivated to do their best; promotes the goal and shows the way; communicates vision and purpose; Identifies roles; creates a team identity; leverages team dynamics to enable a constructive and productive work group; selects and develops the right people.

Technical Proficiency: Understands and masters the skills, requirements, concepts, principles and technologies of a discipline; well versed in the most current information, theories, techniques, practices, and procedures of the field; has a solid developmental record and on the job acquisition of knowledge and skills of the occupation; uses knowledge, judgment, tools, equipment, information and other resources relevant to job.

Community Focus: Recognizes the community is our customer; takes steps to build strong relationships in the community; identifies community leaders and partners; understand and address community needs; awareness of how our services directly and indirectly support and impact the community.

Budget Savvy: Forecasts and carefully monitors budget usage and makes needed adjustments to ensure that vital costs will be covered; creatively locates and develops financial resources.

Organizing for Alignment: Determines and assigns the functional and/or sequential division of work; establishes work units reporting relationships, span of control and decision support

system; continually evaluates alternative designs and selects the one best suited to meet customer needs.

#### SUPPLEMENTAL INFORMATION:

The normal hiring range is between \$102,721 - \$128,401 annually.

Candidates must be specific and complete in describing their qualifications for this position. Failure to state all pertinent information may lead to elimination from consideration. The successful candidate will be required to undergo a reference/background check (to include a conviction record), and pass a post offer pre-employment medical examination, which will include a drug/alcohol screening.

New employees must provide documentation to establish both work authorization and identity.

Communication regarding your application and/or status will be sent to the email address listed on your application. Please check your email regularly throughout the recruitment process as you will not receive communication through U.S. mail.

#### APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.anaheim.net>

201 S. Anaheim Blvd., Suite 501  
Anaheim, CA 92805  
714-765-5111

#### CITY LIBRARIAN

##### City Librarian Supplemental Questionnaire \* Required Question

\*1. How many years of experience do you have within the related field?

None, Less than 1, 1 – 2, 3 – 4, 4 – 5, 5 – 6, 6 – 7, 7 – 8, 8 +

\* 2. Briefly, describe your work experience as it relates to the essential functions of this position.

\* 3. Describe your experience in developing supplemental support for libraries (i.e. corporate donations, grant development, non-profits fund raising, volunteerism, and fee for service opportunities).

\* 4. What is the most unique innovation you have personally implemented in your career?

\* 5. Select the box that best describes your Education.

Master's Degree in Library Science

Master's Degree

Master's Degree with professional experience in the Library field

Bachelor's Degree

Bachelor's Degree with professional experience in the Library field



## I. POSITION SUMMARY:

Under the supervision of the Youth Services Manager, the Youth Services Librarian provides reference and reader's advisory services to the public. Assists in planning, coordination, and implementation of youth library programs, including story times and group visits. Responsible for collection development for youth services in assigned collection areas.

## II. MAJOR POSITION RESPONSIBILITIES:

1. Plans and coordinates day-to-day operations of the regional library's services for youth.

Examples:

- a. Develops procedures for the carrying out of regional library policies.
- b. When necessary interprets regional library policies and developed procedures.
- c. Is responsive in a professional manner to suggestions, comments, and complaints of patrons regarding library youth services of the Hopewell Library.
- d. Supports the goals and objectives of the Board of Trustees and the Regional Library Director.
- e. Carries out all assignments from the Youth Services Manager.
- f. Aids patrons in answering reference questions and selecting materials regarding library youth services.

2. Participates in personnel functions for assigned youth services staff.

Examples:

- a. Provides support and guidance to staff in interpreting library policies and procedures concerning youth services.
- b. Has responsibility to see that policies and procedures, adopted by the Library Board or created by the Regional Library Director within the responsibilities vested in the Regional Library Director by the Library Board, are carried out by youth services library staff.
- c. Trains staff in youth services operations. d. Evaluates staff as assigned by the Youth Services Manager according to regional library evaluative procedures.

3. Plans, coordinates, and conducts youth programs for the regional library.

Examples:

- a. Conducts regular story times as assigned by the Youth Services Manager
- b. Assists in the planning and implementation of special programs. For example, Children's Book Week, National Library Week, Teen Read Week, Teen Tech Week, Winter Reading Program, and Summer Reading Program are such opportunities.
- c. Conducts other programming such as monthly Game Days, crafts, and book discussions.

4. Responsible for regional library collection development and maintenance for youth services in assigned collection.

Examples:

- a. Selects books, DVDS, recorded books, and other materials for the Youth Services Department in collection areas as assigned, using the Regional Library Collection Development Policy as a guide.

- b. Is responsible for the withdrawal of materials classified for youth in assigned collection areas, using the Regional Library Collection Development Policy as a guide.
- c. Keeps informed through library journals, meetings, and conferences which materials and particular subject matter is currently popular with youth to aid in selection.

5. Participates in overall library planning.

Examples:

- a. Recommends policies and procedures for the regional library as a whole to the Youth Services Manager.
- b. Attends workshops, conferences, meetings, and reads professional journals in order to learn new skills and become familiar with new developments in the library field.

6. Participates in Library Public Relations.

Examples:

- a. Addresses youth and adult groups promoting the regional library's youth services.
- b. Conducts workshops for child care centers, schools, and community organizations on the regional library and related subjects.
- c. Always treats patrons of the regional library in a pleasant, courteous, and professional manner.
- d. Serves as a resource for those in the community seeking entertainers who promote the ideals of the public library and reading.
- e. In cooperation with the Community Services Coordinator, promotes library programs and services through media releases, school releases, displays and exhibits.

7. Provides support for formal education in grades K-12.

Examples:

- a. Presents Library tours and class visits.
- b. Compiles resources including booklists and actual materials such as books, finger plays, songs, and crafts to be used by teachers in curriculum study.
- c. Selects and orders books, DVDs, videos, and other materials to fulfill curriculum needs of area teachers and students.

8. Performs other related work as required.

Examples:

- a. When required, aids patrons in answering reference questions and selecting materials regarding library adult services.
- b. When required assists Youth Services Manger with grant writing and research.

### III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of library science, ability to apply professional skills and maintain knowledge of new techniques appropriate to library middle management; familiar with library organization, procedures, policies, aims, and services; ability to organize and supervise the work of others; ability to establish and maintain effective working relationships; ability to be an integral part of the library leadership team; ability to speak and write effectively; initiative; and the physical ability to perform duties as described.

#### IV. ACCEPTABLE EDUCATION AND EXPERIENCE:

Education – Bachelor Degree from an accredited college or university and a Masters Degree in Library Science from an ALA accredited library school. Possession of State Certification as a Librarian issued by the Commonwealth of Virginia to be attainable within sixty days. Experience – 1-3 years at a supervisory and/or management level, which reflects initiative and responsiveness to the dynamic nature of public library services.

#### V. ADDITIONAL QUALIFICATIONS:

Requires valid driver's license and travel among various library sites. May be required to work evenings and weekends.

\*~\*~\*~\*~\*~\*~\*~\*~\*~\*~\*~\*~\*

Bonus job posting!! This was the ONLY job posting I could find in Hawaii related to something I would be interested in although it is NOT a librarian position. However, it does sound like something a librarian would do because it deals with literacy instruction.

[http://ks.isg2.com/MainInfoReq.asp?R\\_ID=634720&Ad=0&Lo\\_ID=94859&B\\_ID=48&Refer=http://ks.isg2.com/menu.asp](http://ks.isg2.com/MainInfoReq.asp?R_ID=634720&Ad=0&Lo_ID=94859&B_ID=48&Refer=http://ks.isg2.com/menu.asp)

Kamehameha Schools

Title

Literacy Lead Teacher (State-wide)

Description

Assists the Division Director in the coordination of professional development activities of the Literacy Instruction and Support Division. Collaboratively, with the LIS leadership team, designs and implements curriculum expectations, orientation of new staff, training modules for all staff, developing the LIS handbooks, and support for the improvement of professional practices. Provides instructional coaching and feedback related to the growth plan for teaching staff at assigned school sites. Initiates learning-focused conversations regarding teacher and student learning through professional learning communities and/or teams. Identifies and creates executive summaries for the best use of available research and training resources through consultation and coordination with other providers of teacher development services. Assists in report writing for purposes such as, but not limited to, program evaluation.

Position Requirements

More than five years of minimum related work experience required. Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree and five years of progressively responsible job related professional experience in the specialized area of responsibility or closely-related fields (i.e., teaching, educational leadership, curriculum studies); OR a Master's Degree and three years of experience in educational leadership. Knowledge of: Basic principles, theories, and practices of education, including curriculum program planning

and development; current principles, theories and practices in the specialized area of literacy and teacher leadership, problem-solving and decision-making processes; applicable laws, rules and regulations around education; working knowledge of No Child Left Behind Federal Legislation, standards-based K-12 education, and/or experience as a mentor teacher/coach/cooperating teacher. Ability to: Demonstrate deep knowledge about the teaching profession, literacy, and teacher leadership skills; demonstrate versatility in appropriately consulting, collaborating, and coaching to purposefully develop other's capacities to generate information and internalize reflective thinking; possess a repertoire of effective classroom management strategies and instructional techniques; strong communication skills, both verbally and in written form; have the ability to work cooperatively and effectively with others; and facilitate, present and explain program procedures and data to KS officials and community members.

Educational Requirements  
Bachelors Degree

Salary \$51,700 Annually (minimum)

Department Education/Literacy Inst & Support - Director

Work Year 12.00

Salary Schedule and Grade SR  
Salary Grade = 34

Position Available Date 9/5/2012

Special Notes This position is being recruited for statewide. Applicants need not reside on Oahu.

Close Date 9/3/2012

Location LIS-Oahu

Work Type FT