



TOWN OF GROVELAND

Job Title: Youth Services Librarian

Department: Langley-Adams Library

Supervisor: Library Director

Hours Worked: Full Time – 37 Hours/week, including at least one week night per week and occasional Saturdays

Salary Range: \$19.87/hr

Date: June 13, 2022

General Responsibility

Works under the direction of the Library Director and is responsible for planning, organizing, implementing and maintaining comprehensive children and teen programs.

Supervision Received:

Works under the general supervision of the Library Director.

Supervision Exercised:

Responsible for coordination and supervision of youth services volunteers.

Essential Functions

(Essential functions, as defined under the Americans with Disabilities Act, may include the following duties, knowledge, skills, and other characteristics. This list of duties is illustrative only, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.)

Duties

- Plan, develop, promote and provide library services for children, teens, and their families;
- Responsible for selecting and maintaining materials for children and teen collections;
- Coordinating and implementing special programs for children and teens, readers advisory, outreach to schools and other organizations that provide services to children and teens;
- Circulation of materials for all programs;
- Manages library publicity and promotion of the library through print, social media, and the library website;
- Participates in the administration of day to day policies and procedures;
- Active participant in the long range planning of library services;
- Supervises youth services volunteers;
- Performs other related duties as requested by the Director.

Knowledge, Ability, and Skill:

Must have an aptitude for working with people; Excellent communication, both verbal and written; ability to organize; Ability to exercise judgment; innovative thinker; Ability to manage multiple tasks in a detailed and accurate manner; A team player, able to make contributions to overall library operations; Able to work independently as well as with others and under supervision to follow through with decisions in support of all library initiatives and programs; Must be highly self-motivated, creative, energetic, and flexible with the ability to prioritize tasks.

Expected to have a professional appearance; have regular and punctual attendance; and possess a cheerful demeanor.

Physical Requirements/Work Location:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions

Work Location: Langley-Adams Library

This position will be located in the Langley-Adams Library. Work is conducted under normal library settings. Hours of work are during normal hours of operation and do include nights and weekends.

Working Conditions & Physical Demands:

Occasional lifting and/or moving up to 40 pounds. Noise level is generally quiet, however, when working with exuberant children, the noise level may rise.

While performing the duties of this job, the employee is frequently required to sit, stand, walk short to moderate distances, talk, listen, hear, and use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to balance, stoop, kneel, or crouch.

The working conditions & physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications:

Bachelor's degree required. Education experience preferred;

Knowledge of professional library methods, as well as children's and teen literature and reference resources and practices;

Highly self-motivated, creative and flexible with the ability to prioritize tasks and work independently;

Ability to work with children and teens both individually and in groups;

Ability to deal effectively with parents, teachers, and other adults working with children and teens;

Proficient in the use of computers, especially with regards to web and bibliographic resources. Experience with Symphony by SirsiDynix preferred;

Must have a commitment to connecting children and teens with literature.

Special Requirements:

None

Non-Discrimination Clause:

No individual shall be denied any rights guaranteed pursuant to local, state and/or federal law on the basis of race, color, religion, national origin, sexual orientation, gender, gender identity, or disability.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and/or requirements of the job change.