

TOWN OF SHARON
JOB DESCRIPTION

Title of Position Youth Services Librarian

Department/Appointing Authority: Library/Library Director

Date: 4/21/2014

revised 06/12/2019 and approved by PB 7-10-19

Originator: Lee Ann Amend

Personnel Board Use Only

Classification _____

Effective Date of Classification _____

Classification Authority: Personnel Board; Collective Bargaining

1. Summary Description

This professional position is responsible for the development, implementation and evaluation of a wide range of innovative services for youth of all ages as directed by the Library Director and Head of Youth Services. The candidate will provide collection development, training and library services using makerspace and other emerging technologies as requested. Collection development duties, technology updates and other duties will be required.

2. Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Recommends goals and objectives for the young adult collection and supporting services; develops, maintains, and weeds young adult collections including books, videos, CDs, college, career, job training, and other materials.
- Reviews and purchases materials for the young adult collection and other collections as directed by the Head of Youth Services Librarian or Library Director.

- Plans, organizes, promotes and conducts youth programming, including makerspace programs which support STEAM (Science, Technology, Engineering, Art, Math) initiatives; develops special tools that provide access to information not readily available using library owned software.
- Devises newsletters, brochures, calendar and displays for young adult area.
- Directs technical staff in processing and data entry of young adult materials for the collection when needed.
- Work with the schools to provide library card services, reading programs and other activities in coordination with the local schools.
- Utilizes a variety of techniques (book discussion groups online or in person) to encourage reading literacy and lifelong learning.
- Provides a variety of information services to meet the diverse needs of youth; instructs young adults in basic information gathering and research skills; oversees and coordinates the activities of the Teen Advisory Board and assists in planning and implementation of services in this age group.
- Designs, implements, and evaluates specific programs and activities (both in the library and in the community) for middle school and high school youth, based on their needs and interests; performs public service duties as scheduled, assisting patrons with automated databases and other equipment as needed.
- Working knowledge of basic computer technology updates and maintenance for youth computers.
- Attends staff meetings; researches and writes grant proposals; performs other duties as assigned
- Keeps current regarding youth services and participates in workshops and professional organizations.
- Maintains confidentiality of patron records including materials borrowed, money owed, patron contact information and names of family members.

Has frequent contact with children, caregivers, other patrons, town employees, vendors, various organizations and human service agencies. Must be able to convey information and discuss complex and technical matters articulately. Maintains control over youth as needed to provide a safe and comfortable environment for all.

3. Supervision

When Library Director or other supervisory staff are not on duty, this individual may be in charge of the library.

Supervises volunteers and tax work off assignees. May be in charge of the library when supervisory staff with more seniority are not in the building. May request duties to be performed by Library Assistants, by requesting help through appropriate supervisory staff. Problems with Library Assistants may be directly addressed. All problems are to be brought to the attention of the Head of Youth Services and Library Director.

4. Reporting Structure

Works under the direction of the Head of Youth Services or Library Director in the absence of the Head of Youth Services; work requires substantial individual initiative and judgment; meets regularly with the Head of Youth Services to review plans, programs, problems, initiatives and outcomes.

5. Physical Environment

Work is performed in a normal public library setting. Noise level may be loud due to the nature of children.

6. Education/Basic Knowledge

An MLS (Master's degree in Library Science) from an American Library Association accredited college/university required. Coursework in children's, middle school and young adult literature required. Candidate must have knowledge of current trends in makerspace technology, performing basic computer and library services for youth.

7. Experience

Experience working with children and teens in a learning or educational setting is required. Experience working with youth in a public library setting is preferred. Experience in makerspace instruction for youth is preferred. Some supervisory experience is preferred.

Candidate should possess excellent communication skills needed to work with children of various ages, including elementary, middle, and high school patrons. These communication skills include the ability to present topics and programs in an engaging and inclusive manner. The candidate should be able to vary their presentation style and communication methods based on the age group. The candidate should also be clear and engaging when communicating with adults and library staff.

Must be able to multi-task and work independently.

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 requirements of the job change.