

JOB TITLE: Youth Services Librarian

GRADE LEVEL: 6A&B –\$29.48/hr - \$43.19/hr

GENERAL DESCRIPTION: Professional Librarian duties in Children’s & Teen Services.

SUPERVISION RECEIVED: Under the direct supervision of the Head of Children’s Services, Head of Teen Services or other designated supervisor.

SUPERVISION EXERCISED: May supervise clerks and pages as required.

EXAMPLE OF DUTIES, INCLUDING BUT NOT LIMITED TO:

1. Performs responsible and varied library duties in Children’s & Teen Services, including reference & readers advisory; instruction in library resources, research methods; collection development and programming.
2. Participates in planning and implementing youth programs including story hours, literature based programs, gaming & STEM activities and class visits.
3. Participates in training and supervision of teen volunteers.
4. Participates in collection development and evaluation, including recommending for purchase, weeding and gift book procedures.
5. Provides individual and group instruction in the use of library services and facilities, including use of automated systems, online databases and the Internet.
6. Participates in the maintenance of the Children’s & Teen Services online presence (website, social media, e-newsletters, etc.).
7. Participates in community outreach activities.
8. May assist in training new Children’s & Teen Services personnel.
9. Keeps current with professional developments in librarianship, especially pertaining to Youth Services.
10. Represents the Association at professional meetings and Stratford Community agencies as assigned.
11. Performs other related tasks as assigned.

ABILITIES:

1. Strong public service attitude and knowledge of the principles and practices of librarianship, especially as it applies to Youth Services.
2. Commitment to an equitable and inclusive approach to public librarianship and a demonstrated ability to connect with and relate to people from all walks of life.
3. Ability to maintain effective working relationships with coworkers and the public in a diverse workplace setting.
4. Knowledge of basic public library collections, especially children’s & teen literature and materials in all formats including on-line, electronic and print, etc.
5. Demonstrated self-motivation, initiative, judgement and commitment to the service principles and goals of the library.
6. Ability to organize and prioritize work and manage goals.
7. Proficient in Windows desktop environment and in the use of Microsoft Office applications including but not limited to: Word, Excel, Publisher, PowerPoint, etc. Experience with website editing and social media highly desirable. Knowledge of integrated library systems and online databases preferred. Demonstrated ability to learn new programs, applications and emerging technologies.
8. Excellent oral and written communication skills.

EDUCATION/
EXPERIENCE:

1. Demonstrated experience in public library, school, licensed daycare or youth-centered setting.
2. Masters of Library Science from an ALA-accredited (or international equivalent) institution OR comparably relevant degree.
3. Bilingual candidates highly desirable.

PHYSICAL DEMANDS/
EQUIPMENT UTILIZED:

While performing the duties of this job, the employee is regularly required: to use hands; to frequently stand, walk, stoop, bend and reach with hands and arms; to occasionally kneel or crouch; to regularly lift and/or move up to 10 lbs. and to regularly push carts up to 200 lbs. This position requires use of standard office equipment such as personal computer, telephone, photocopier, scanner, fax and microfilm reader/printer. The Stratford Library is committed to the full inclusion of all qualified individuals. As part of this commitment, the Stratford Library will ensure that persons with disabilities are provided reasonable accommodations.

WORK ENVIRONMENT:

Standard library work environment; noise level is usually moderate.

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