

**JOB TITLE:** Youth Services Librarian

**GRADE LEVEL:** 6A&B

**PAY RATE:** \$30.97 -\$45.37/hour

**GENERAL DESCRIPTION:** Professional Librarian duties primarily in Children's and/or Teen Department.

**SUPERVISION RECEIVED:** Under the direct supervision of the Head of Teen Services.

**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 and/or 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, 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 and/or Teen Services online presence (website, social media, e-newsletters, etc.).
7. Participates in community outreach activities.
8. May assist in training new Children's and/or Teen Services personnel.
9. Keeps current with professional developments in librarianship, especially pertaining to Teen Services.
10. Represents the Association at professional meetings and Stratford Community agencies as assigned.
11. Performs other related tasks as assigned including covering other service desks.

**ABILITIES:**

1. Strong public service attitude and knowledge of the principles and practices of librarianship, especially as it applies to Children's and/or Teen 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 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. Masters of Library Science from an ALA-accredited institution or a comparably relevant degree.

2. Demonstrated experience in public library, school library or child/teen-centered setting.

3. Spanish/English bilingual 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.

**WORK ENVIRONMENT:**

Standard library work environment; noise level is usually moderate.

Stratford Library Association provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

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