

TOWN OF HARWINTON

Youth Services Librarian

JOB TITLE: Youth Services Librarian – F/T Union Position – 37.75 Hours/Week including two evening shifts per week and alternating Saturdays

SUPERVISOR: Library Director

PURPOSE OF JOB:

Manages the children's and young adult collections, and plans and oversees programs and services for these ages. Is capable of managing the library when the Library Director is absent or on vacation.

ESSENTIAL JOB FUNCTIONS:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the job if the work is similar, related, or a logical assignment for this job. Other duties may be required and assigned.

- Plans and presents weekly Story Time programs for children of various ages
- Plans, schedules, publicizes and oversees programs for children and teens throughout the year
- Selects and orders materials for the children's collection
- Selects and orders materials for the young adult collection
- Updates and maintains the Kids & Teens page of the library's website
- Recruits participants for the library's Youth Advisory Council and plans monthly activities for them
- Reads book reviews, book lists and trade journals to keep abreast of titles and trends to inform purchasing decisions.
- Acts as a liaison to the Region 10 school system
- Conducts community outreach to local preschools, civic organizations, children's museums, etc.
- Represents the library at community events
- Plans and oversees the Annual Summer Reading Program
- Attends professional meetings, conferences and workshops
- Maintains and manages the children's collection through ongoing evaluation, weeding and updating
- Maintains and manages the young adult collection through ongoing evaluation, weeding and updating
- Organizes and updates displays and bulletin boards in the children's and young adult areas
- Collaborates with other library staff to plan all-age programs and take-and-make activities
- Enters events for children, teens and families in the online calendar
- Oversees registrations and waiting lists for children's, teen's and families' events and sends reminders and/or login information before programs
- Answers Reference and Readers Advisory inquiries related to the children's collection
- Keeps statistics on cost and attendance of children's programs

- Helps to publicize library events and services through press releases, social media posts, media interviews and public appearances
- Supervises interns and volunteers
- Seeks out and applies for grants to enhance children's services, oversees spending of grant funds and files follow-up reports
- Manages the library, staff and volunteers in the absence of the Library Director
- Performs Circulation Desk duties as needed as part of the library team, including answering phones, monitoring staff emails, checking out and checking in items, registering new patrons, collecting and recording fines and fees, shelving books and taking program registrations

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Master's degree in Library or Information Science from an ALA accredited program
**Applicants who are currently enrolled in an MLS program or have a comparable degree with background in children's literature or early education will also be considered*
- Experience working directly with children in a library, school or other instructional setting.
- Familiarity with the organization and practices of libraries including reference sources, catalog records and the Dewey Decimal system.
- Comfort with public speaking and ability to engage audiences of various age levels
- Strong knowledge of children's literature.
- Understanding of pre-literacy and literacy skills, reading levels.
- Ability to deal effectively with parents, teachers and community leaders.
- Ability to interact tactfully and effectively with employees, the general public, and library patrons, especially children, both individually and in groups.
- Computer proficiency and knowledge of standard office applications including Word, Excel, PowerPoint and Publisher.
- Familiarity with the WordPress platform and knowledge of basic html coding
- Familiarity with library circulation software.
- Ability to work independently, manage time effectively and prioritize tasks.
- Commitment to excellence in customer service.
- Strong oral and written communication skills.

The successful candidate must be creative and enthusiastic and have strong rapport with children of all ages. Library experience is strongly preferred. The successful candidate will become a visible and integral part of the library and the community.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The Youth Services Librarian Job Description – 2022

employee is frequently required to walk, sit, use hands and fingers to handle or feel and reach with hands and arms. The employee must frequently lift and/or move lightweight to moderate weight items. Must be able to lift a minimum of 50 lbs. Ability to move freely about the municipal buildings and/or grounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

The Town of Harwinton does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provisions of service. This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.

NOTE:

This job description in no way states or implies that these are the only duties by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and be able to follow any other duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities To perform this job successfully the incumbents will possess the skills, aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than “at will” relationship.

ACKNOWLEDGEMENT

I _____ have read this complete Job Description titled **Youth Services Librarian** and understand it completely.

I also acknowledge that the Job is not limited to the description and may require updating and changes to adapt to my environment. I understand what my starting wage is and have reviewed the Town of Harwinton Employee Handbook.

I further understand that I will be required to attend mandatory training as assigned by the Library Director or First Selectman.

Print Name Date

Employee’s Signature Date

Approved by the Library Board of Trustees 4/4/2022