

TOWN OF NORFOLK, MASSACHUSETTS
JOB DESCRIPTION FOR SR. YOUTH SERVICES LIBRARIAN

DEPARTMENT: Library

POSITION: Sr. Youth Services

NATURE OF WORK:

The Sr. Youth Services Librarian is responsible for the development and implementation of the library's program of service to children. This position requires the exercise of professional judgment in planning and implementing programs for children and in materials selection; it requires professional understanding of librarianship, especially children's services, programming, child growth & development, cataloging, and classification. Reports to the Library Director.

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.)

- * Plans and executes the program of library service to children.
- * Selects material for, and maintains children's collection.
- * Recommends to the technical services librarian, appropriate classification of juvenile materials.
- * Develops and carries out comprehensive children's programs and reading clubs from toddler age through middle school.
- * Administers and implements applicable grants.
- * Provides reference service to youth (and adults in the absence of the reference librarian)
- * Provides training on the use of the on-line catalog.
- * Prepares publicity announcements and displays.
- * Conducts library orientation tours and programs for community groups & agencies.
- * Represents the library at appropriate regional and state boards.
- * Supervises volunteers and pages
- * Keeps informed of children's issues and developments in the profession through study, reading professional literature, and by attending professional conferences.

EDUCATION & EXPERIENCE:

For appointment as librarian an M.L.S. from an A.L.A. accredited is required plus previous experience in a public or school library.

KNOWLEDGE, ABILITY & SKILLS:

The youth librarian must have a demonstrated knowledge of children's literature and child development; knowledge of library skills and operations; prior experience with library automation systems. Also, the ability to plan, develop, and execute programming for children, and the ability to work effectively with children and their parents.

SUPERVISORY CONTROLS & CONFIDENTIALITY:

Works with a high degree of independence under the general supervision of the Library Director. Performs varied and highly responsible functions requiring a thorough knowledge of library policies and practices and the exercise of independent judgment and initiative, particularly in situations not clearly defined by precedent or established routine. The Youth Librarian must maintain the confidentiality of patron records, as set forth in M.G.L. 78 In addition, patrons often share confidential and/or sensitive information with the children=s librarian in order to obtain the information they need. It is imperative that the Youth Librarian maintain this confidentiality. Errors could result in delay or loss of service, poor public relations, and waste of public funds.

COMPLEXITY:

This is a multi-faceted position requiring flexibility, independent judgment and a high energy level. Performs professional library duties of a responsible nature involving substantial judgment and initiative in designing programs, in developing the children=s collection, and in supervising children=s activities.

NATURE AND PURPOSE OF PERSONAL CONTACTS:

The Youth Services Librarian is the library's best ambassador. She is often the first contact young children and their parents have with the library. As such, it is essential that the Youth Services Librarian maintain a warm, friendly, caring and concerned manner. This position interfaces with the entire library staff and a good working relationship is essential. Makes frequent contacts with public, area schools, pre-schools, day care providers, local youth organizations, and community groups. Other contacts also include vendors and librarians in other Massachusetts libraries. Contacts are made in person, by telephone, fax, e-mail, and in writing.

PHYSICAL REQUIREMENTS:

Moderate physical effort is necessary to carry out the program of youth services and includes intermittent walking, bending, standing, reaching, and sitting at a child=s level. Ability to operate a keyboard and other office equipment at efficient speed; may have to lift materials weighing up to 30 pounds. Specific vision abilities required by this job include close vision, distant vision, and ability to adjust focus.

WORKING CONDITIONS:

Work is performed in a newly renovated and expanded facility, with a suite of rooms that comprise the children's and YA area. Work is often stressful, given the number of programs that are conducted on a weekly basis. Library hours require scheduled evening and weekend work.

SUPERVISION AND MANAGEMENT EXERCISED:

The Youth Services Librarian supervises children's room volunteers, children=s library associate, and pages. The Youth Services Librarian is the shift supervisor during evenings and weekends.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and the requirements of the job change.)