



Youth Services Librarian

Town of Boxborough, MA

Position Purpose

Performs technical and professional work requiring specialized knowledge and expertise related to the planning, selection and management of the collection, related reference responsibilities, programming and community outreach for the Young Adult and Children's rooms in the Library.

Supervision Scope:

Performs varied activities that require independent action and judgement in addressing issues/problems, some of which are unusual in nature and often require further research and investigation.

Supervision Received:

Works under the direction of the Library Director.

Supervision Given:

Supervises library staff and operations in the absence of the Library Director and represents the Library Director at meetings when required.

Assigns and reviews work of Library Assistants and volunteers who provide assistance in cataloging materials, preparing and conducting children's programming or shelving in the Children's Room.

Provides training and new employee/volunteer orientation.

Trains library staff and volunteers in new library policies, practices and programming.

Job Environment:

Work is basically office-type but may require non-sedentary duties involving moderate physical efforts required in performing duties under typical library conditions.

Distinguishing Characteristics:

Performs professional library duties of a responsible nature involving considerable judgement in providing direct services to children and young adults and in making administrative decisions for the library.

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Maintains confidentiality of department material, including the privacy of patron's requests and checked-out items.

Errors could impact the work of others within or outside the department resulting in rework, time loss and financial expense.

Examples of Work

Plans, designs and implements programs based upon defined needs and interests of children, parents, care-givers, school librarians, and teachers including story times, and summer reading program.

Coordinates the operations of the Young Adult and Children's rooms; develops and maintains collection; selects and purchases books, materials and media; evaluates collection, and works with Technical Services Librarian to discard outdated material or coordinate repair.

Makes frequent contacts with schools, other libraries, social service agencies, and civic organizations. Requires working cooperatively with others and answering the public's questions with courtesy and tact.

Develops grant proposals.

Provides reference, readers advisory and basic instruction for all ages, as requested, for print and electronic materials specifically appropriate to reading level and interest.

Interacts with the Elementary, Junior High and High Schools as necessary. Outreaches to teachers and librarians. Gathers materials for teachers' classroom use as requested.

Assists children and young adults in use of library, providing information services via the reference interview in person, online or by phone. Promotes the use of and access to library services through technology and social media sources. Conducts book groups and library tours.

Establishes and maintains attractive and functional environment for children and young adults.

Works with the Technical Services Librarian to ensure the appropriate cataloging of all materials in the Young Adult and Children's Library collections.

Publicizes services and programs through social media, news releases, newsletters, flyers, posters, calendar of events etc.; prepares publicity material.

Assists the Library director in a variety of administrative duties involving standard library procedures and analysis of operating budget. Monitors Youth Services department expenditures for library materials. Maintains statistical reports, as needed.

Attends a variety of professional meetings, workshops, webinars and conferences including those at schools, social, and civic organizations to increase visibility and usage of the Library; visits classrooms and other group settings to provide services.

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Investigates and applies for funding sources to supplement budget through foundation, state and federal grant program sources.

Provides professional guidance and assistance using interpersonal and problem-solving skills.

Responds to building emergencies, taking appropriate action when necessary.

Provides coverage for reference area and circulation desk, as needed. Answers telephone enquiries; assists with reference questions and readers advisory services; places reserve and renewal requests of patrons.

Recruits high school volunteers.

Recommended Minimum Qualifications

Education, Training, and Experience

MLS degree from an accredited ALA program and three years of library experience with children and Young Adults.

Knowledge, Ability and Skills:

Knowledge: Is familiar with financial management theories and methods. Requires working knowledge of the principles and practices of library science. Requires thorough knowledge of Young Adult and children's literature, evaluating sources for accuracy and copyright, Internet search engines, and Young Adult and children's non-print media.

Requires knowledge of all aspects of current library administration and Information Technology in order to perform job.

Requires keeping current in the field by attending regional workshops and reading library periodicals and newsletters. Requires an understanding of age appropriate interests and social media.

Ability: Ability to establish and maintain effective working relationships with co-workers, and general public. Contacts require patience, understanding, and courtesy. Ability to present information clearly and in an understandable manner. Ability to demonstrate creativity in order to prepare crafts and activities that will engage children and their caregivers.

Skills: Requires skill in operating office equipment including operating a keyboard with efficient speed. Proficiency in computer applications, including knowledge of databases, word processing, Internet research and appropriate software applications. Requires organizational, planning and programming skills. Must have skill in engaging Young Adult and children's interest.

Physical Requirements:

Frequently required to sit, stand, walk, talk, and, listen for extended periods of time. The employee is frequently required to bend/stoop and carry/lift (normally no more than 25 pounds).

While performing the duties of this job, the employee is required to handle or feel objects, tools or controls and reach with hands and arms.

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Work requires eye-hand coordination to operate a keyboard, media equipment, general office equipment and library materials.

The employee must be able to view computer screens and numbers, read general documentation, statistical reports and computer screens.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above 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. This position description does not constitute an employment agreement between the Town and the employee and is subject to change by the town as the needs of the Town and requirements of the job change.

Position description received by: _____ Date: _____

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