



Town of New Milford

Personnel Department

10 Main Street, New Milford, CT 06776
Telephone (860)-355-6089 – Fax (860) 355-6031

New Milford Public Library

Young Adult Librarian

Job Summary

Department: Children's Library Services

Schedule: Full time (40 hours per week); minimum of one evening per week and one Saturday and/or Sunday per month required

Salary: Set at beginning of fiscal year

Employment status: Non-exempt, hourly

General Statement of Duties

- Responsible for planning, implementing and evaluating programs workshops and other activities for Young Adults and Teens in grades 6 – 12.
- Acts as Assistant to the Children's Services Librarian, performing other professional duties.

Supervision Received

- Works under the direct supervision of the Children's Services Librarian. Departure from established rules and procedures is reviewed with the Children's Services Librarian in advance of action.

Supervision Exercised

- Supervises Children's Services Associates in absence of Children's Services Librarian

Major Duties

- Plans and executes programs for young adults and teens. (grades 6 – 12)
- Responsible for publicizing YA and teen (grades 6 – 12) programs.
- Visits all sixth grade classrooms a minimum of once per year
- Serves as liaison to middle school library media center
- Develops cooperative projects with other agencies that provide young adult services for children (grades 6 – 8).
- Develops and maintains the YA and Teen Zone collections (6 – 12 grades)
- Assists patrons with reference inquiries, use of the on-line catalog, Internet, electronic and print resources
- Plans and executes preschool and school-aged programming
- In conjunction with the Children's Services Librarian, develops departmental goals and objectives including planning for technology
- Provides customer service with a goal of excellence.

Minor Duties

- Assists Children's Services Librarian with the selection of children's materials

- Assists Children's Services Librarian with the development and implementation of children's programming
- Assists with the development and implementation of outreach programs for children
- In the absence of the Library Director is responsible for the operation of the library as provided for in the Table of Organization
- Performs other duties as required
- Maintains an up-to-date manual of procedures

Requirements and Qualifications

Knowledge and Ability's:

- Knowledge of Windows and other graphical interface applications
- Knowledge of integrated library systems
- Knowledge of national standards for children's literature
- Knowledge of library resources for both children and young adults (grades 6 – 8)
- Respect for children and young adults and their needs
- Ability to deal with the public, especially parents and teachers
- Ability to work with a minimum of supervision
- Excellent organizational and communication skills
- Ability to carry materials up to 20 pounds and arrange furniture and equipment necessary for a variety of programs
- Ability to sit at a desk or on low seating or the floor or stand and work continuously for extended periods of time while performing job functions
- Possession of a valid driver's license
- Ability to reach 6 feet high to obtain books, materials

Experience:

- Minimum of one year providing services to children and/or young adults in a public library

Education:

- ALA accredited MLS

Approved by Library Board of Trustees: 3/21/2012