



# Town of New Milford

## Personnel Department

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

### JOB CLASSIFICATION DESCRIPTION

**Job Title:** Young Adult Librarian  
**Department:** Public Library

**Salary Group:** Non-exempt, hourly  
Non-union  
40hrs/wk

**Job Summary:** 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.
- Veterans preferred.

#### 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***

***Updated by Personnel: 12/17/2024***

This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.

**Working Conditions, Physical and Mental Requirements:** Occasionally may be exposed to inclement weather in carrying out job duties. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

**Frequency: Place an "X" in each box that is appropriate to your job.**

<b>NEVER (N)</b> 0 % of Shift	<b>OCCASIONALLY (O)</b> 1-33% of Shift				<b>FREQUENTLY (F)</b> 34-66% of Shift	<b>CONSTANTLY (C)</b> 67-100% of Shift			
<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
<b>Physical Demands:</b>					Depth Perception				X
Standing				X	Color Distinction				X
Walking				X	Peripheral Vision				X
Sitting		X			Driving		X		
Lifting		X			<b>Physical Strength:</b>				
Carrying		X			Little Physical Effort (-10 lbs.)			X	
Pushing		X			Light Work (-20 lbs.)		X		
Pulling		X			Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)		X		
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			<b>Environmental Conditions:</b>				
Kneeling		X			Cold (50 degrees F or less)		X		
Crouching		X			Heat (90 degrees F or more)		X		
Crawling		X			Temperature Changes			X	
Reaching			X		Wetness		X		
Handling			X		Humidity		X		
Grasping			X		Extreme Noise or Vibration		X		
Twisting			X		Exposure to Chemicals		X		
Feeling			X		Exposure to Gases and Fumes		X		
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids		X		
Repetitive Motion			X		Exposure to dampness		X		
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X		
Visual Acuity/Near				X	Mechanical Hazards		X		
Visual Acuity/Far				X	Physical danger		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.