

Chelsea District Library Position Description

Position Title: Youth/Teen Librarian
Reports To: Head of Information Services
Hours: 40 hours/week, including weekdays, evenings and weekends
Classification: Full-time, salaried, exempt
Salary Range: \$36,456 - \$48,213

Purpose and Scope:

Under the supervision of the Information Services Head, performs varied professional work focusing on our youth and teen population including reference, collection development, community outreach, and programming. Performs professional library service assisting patrons in the selection and use of library materials.

Specific Duties:

1. Assist patrons on site, by telephone, or via the Internet finding the information they request, utilizing all formats of information, including print, multimedia and digital resources, and accessing it through traditional tools as well as databases, computers and mobile devices.
2. Plan, organize, and supervise programs for youth and teens .
3. Create bibliographies, user guides, displays, promotional materials to spotlight youth/teen collections, services, and programs.
4. Use outreach to connect with community organizations and promote the library as a resource.
5. Participate in youth and teen collection development as assigned.
6. Participate in continuing education opportunities.
7. Contribute content to the library website and social media outlets as needed.
8. Attend and participates in staff meetings and work groups.
9. Assist in training and overseeing the work of volunteers assigned to youth/teen activities.
10. May oversee library operations in absence of supervisory staff.
11. Assist at check-out desk if necessary.
12. Other duties as assigned.

Qualifications Required:

1. Master's degree in library or information science from an ALA-Accredited school.
2. Demonstrated proficiency with library and online resources.
3. Knowledge of collection development and reference resources.
4. Strong customer service skills and dedication to public service.
5. Experience providing youth and teen reference services in a public library setting.
6. Strong interpersonal communication skills and a demonstrated ability to work with colleagues, library users, and vendors in a professional and courteous manner.
7. Demonstrated proficiency with PC and Internet applications, and mobile devices.
8. Ability to handle confidential and sensitive information in an appropriate and secure manner.
9. Ability to organize work under minimal supervision.

Qualifications Preferred:

1. Experience using automated ILS.
2. Experience selecting youth and teen materials in a public library setting.
3. Willingness to explore and adopt new technologies.
4. Experience in writing and administering grants.