



## ***Job Description | Associate Librarian for Youth Services***

### **Duties**

- Plans, designs, promotes, presents, and evaluates library activities for children, young adults, parents and adults who work with children.
- Interviews, selects, and trains new employees; supervises, and evaluates their performance and counsels them through difficult service issues.
- Shares in the duties of Youth Services staff as time allows.
- Takes part in associate and staff meetings; solves departmental problems and solicits staff input.
- Develops the print and non-print children's and teen collection, and helps develop and maintain the Library of Things collection.
- Represents the Blackstone and serves as an advocate for youth to community agencies and organizations. Acts as a liaison with schools and educators and collaborates with organizations that support the Blackstone's mission.
- Provides reference and reader's advisory service to children, teens, parents and adults who work with children. Conducts necessary research in print and electronic sources.
- Instructs and aids adults, young adults, children and community organizations in the use of the library and reference tools; provides both one-on-one assistance and group presentations
- Markets youth services programming through the library website, social networking platforms, printed calendars and flyers as well as the local papers and community websites.
- Keeps current on library trends and new technologies through attendance and participation in conferences, roundtables and workshops as well as continuing education programs and professional reading.
- Other duties as assigned.

### **Education and skills**

A Master's Degree in Library Science from an ALA accredited program is required. Three years of increasingly responsible professional library work, preferably with supervisory experience and experience in youth services. Ability to apply principles of library science to solve practical problems. Ability to supervise. Ability to relate effectively and courteously to library patrons and co-workers and be an effective team player. Knowledge of supervisory methods, including work delegation, scheduling, evaluating performance and maintaining morale. Ability to prepare clear and concise statistical and narrative reports. Comfortable working with and learning new technology, including 3D printers. Some experience with cataloging preferred. Experience with computerized library systems, other computer programs, and electronic resources. Physical strength and dexterity are required to handle library items and boxes up to 40 pounds in weight, and to transport loaded book carts. This position reports directly to the library director.

### **Hours**

40 hours per week, full-time, non-exempt position.