

The trustees of the Belmont Public Library are seeking a Youth Services Librarian.

To apply, forward your resume and letter of interest in one PDF to Eileen Gilbert, director@belmontpubliclibrary.org

Youth Services Librarian (Full-time)

STATEMENT OF DUTIES

Under the supervision of the Library Director, performs responsible and varied administrative and professional library work related to planning, organizing, and directing of the Library, specifically in the area of youth services. Supervises the entire library, including personnel and facilities, in the absence of the Library Director. Responsibilities include helping develop, coordinate, and implement programs to improve service availability and quality consistent with library policies and management guidelines. Other routine work involves keeping current with new technologies and methods, providing for the overall care and maintenance of the collections, attending meetings and workshops and communicating with customers, co-workers and other agencies. Regularly scheduled night and weekend work is expected. Provides assistance to library patrons in all library services directly; performs professional library duties in the selection, acquisition, organization and use of library materials. The work requires that the employee have considerable knowledge, skill and ability in library clerical functions, especially the operation of an automated circulation system.

SUPERVISION

Works under the general supervision of the Library Director. Supervises other staff in absence of Library Director.

ESSENTIAL FUNCTIONS

The essential functions listed below 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.

- Evaluates youth materials and services and assists in the selection and maintenance of materials in the library collection.
- Prepares and presents library programs and supervises program presentation by subordinate staff.
- Coordinates youth service operations with other library services and functions; develops programs and services to meet specific needs of children and teenagers.
- Assists in promoting library use, especially youth programs and services.
- Responds to telephone, digital, and in-person requests for information and research.
- Takes responsibility for inter-library loan management.
- Instructs the public in the use of Library resources. May be called upon to provide in-depth tutorials for specific resources.
- May train and supervise clerical, paraprofessional, and subordinate professionals in specific tasks.

- Attends staff and other inter and intra agency meetings to coordinate programs and activities and to increase professional knowledge and skills.
- Performs related work as required.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience

A four-year degree from an accredited college or university in the social sciences, humanities, education, or a related field and some professional training in library work, OR, an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education.

Starting pay: \$19.50/hr. Position open until filled. Full-time employees are eligible for a comprehensive benefits package.