

TOWN OF PLAINVILLE, CONNECTICUT
POSITION DESCRIPTION

DATE: January 7, 2025
POSITION: **PART TIME YOUTH SERVICES LIBRARIAN**
REPORTS TO: Head of Youth Services
GOVERNING ORGANIZATION: Board of Library Trustees

POSITION SUMMARY

In coordination with the Head of Youth Services, the Youth Services Librarian plans, implements, and otherwise contributes to library- and library-related services for children, teens, and their families. This position is 19 hours per week, including one weekly evening shift and one Saturday shift per month.

SUPERVISION EXERCISED

- None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ability to establish and maintain favorable and reliable public relations and marketing efforts.
- Plans, schedules, and executes various Youth Services programs and services.
- Upholds policies and procedures as they pertain to Youth Services.
- Maintains the Youth Services area and collections in coordination with the Head of Youth Services.
- Contributes to purchasing and processing materials for the Youth Services department.
- Covers sick and vacation shifts as they arise.
- Provides reference and circulation services for library users in the Youth Services area; assists patrons in selection of materials.
- Helps create public relations and marketing materials for the Youth Services department, including but not limited to: displays, flyers, brochures, email blasts and social media.
- Conducts library outreach as it pertains to Youth Services.
- Performs other related duties as necessary.

QUALIFICATIONS

Education and Experience:

A master's degree in Library Studies (MLS) or MLS-pending from an ALA-accredited institution is preferred, as well as at least one year of programming, outreach, and storytime experience in library Youth Services. Working knowledge of Sierra ILS is favorable.

Necessary Knowledge, Skills and Abilities:

- Demonstrated organizational and interpersonal skills essential.
- Ability to communicate effectively both in speech and in writing.
- Capability to plan, organize and execute programs and services for children, teens, and/or their caregivers. Storytime experience is a plus.
- Working knowledge of the principles and practices of professional work with children and young adults, as well as an understanding of child, preteen and teenage development.
- Knowledge of children's and young adult literature and media with the aptitude to assist ordering and maintaining the collection. This requires knowledge of the community being served as well as the existing collections.
- Commitment to providing a consistently vibrant, comfortable and welcoming space for all children, young adults, and their families.
- Basic knowledge of contemporary library theory, policies, and practices utilized in public libraries, as well as in the use of automated computer systems and other technologies used to provide library services. Familiarity with circulation procedures. Working knowledge of Sierra ILS, Cassie and Encore is helpful.
- Working knowledge of information technology, including but not limited to: personal computers, e-readers, smartphones & tablet apps, the Internet, social media, and downloadable and streaming media and platforms. Awareness of current and emerging technology uses as they pertain to children and young adults.

SALARY AND BENEFITS

Salary is \$27.81 per hour. Sick leave is provided consistent with State of Connecticut regulations, but there are no other benefits associated with this position. This is not a Union-eligible position.

PHYSICAL DEMANDS

The physical demands described here are representative of those required of an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is often required to push, pull and lift light objects more than 20 pounds. The employee must possess a range of manual dexterity abilities including performing basic motor skills as in reference work, simple manipulative skills (e.g., writing and collating), and moderately difficult manipulative skills (e.g., filing, typing, using a calculator, etc.). Employee must be able to set up and take down chairs and tables in auditorium and meeting spaces.
- The employee must be able to perform gross body coordination and perform tasks that require hand-eye coordination, including keyboard operation.
- The duties of this position require the employee to be able to walk, stand, and sit and stand for prolonged periods. The employee must be able to see objects closely as in typing or reading; have color vision; able to hear normal conversation with some background noise; able to distinguish and understand voice patterns and verbal instructions; and the ability to speak clearly and with volume.

MENTAL REQUIREMENTS

The mental demands described here are representative of those required of an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of the job, the employee will be required to attend to the same task/function ranging up to more than 3 hours at a time depending upon the specific task. The employee must be able to concentrate on a broad range of issues/details with interruption.
- The employee must be able to remember assignments for multiple tasks required during the work day, a period of several days, and at different parts of the year (calendar/fiscal). The employee is constantly required to remember assignments and plan and prioritize work of self and others.
- Ability to distinguish between public and confidential information and handle it appropriately.
- The employee is often required to understand and relate to basic, specific and general instructions -- usually several at a time -- as well as utilize and apply knowledge of library and information studies; children's and young adult programming theories, practices and principles of work. The job requires the employee able to use knowledge and reasoning to solve routine and complex problems.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The duties of the job will often expose the employee to electro-magnetic radiation as in CRTs and dust depending upon the specific duty.
- The noise level in the work environment is that of a busy office ranging from moderately quiet during slow periods to moderately loud in times of high activity.

The above job description is illustrative and not a complete itemization of all facets of the position.