

WESTERLY LIBRARY AND WILCOX PARK
Young Adult Librarian

Title: Young Adult Librarian

Class: Librarian, FT

Department and Level of Authority

- Librarian / Public Service
- Reports to the Head of Youth Services
- In the absence of the Head of Youth Services, reports to the Assistant Director.

Key Responsibilities

The essential functions or duties 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.

- Coordinates library programming and services for young adults (ages 12-18).
- Develops and implements YA programs including afterschool, weekends, and Summer Reading.
- Provides reference and reader's advisory services as well as one-on-one and small group information literacy trainings.
- Suggests, books, periodicals, and A/V materials for collection development and works closely with Collection Management to develop an encompassing and well balanced YA collection.
- Utilizes standard review sources, prepares book orders for new and replacement materials in accordance with collection needs.
- Collaborates with Children's Room and Reference to support programming, services, and collections.
- Develops, implements, and promotes effective and productive programs and services.
- Explains library policies and procedures to young adults and other patrons as needed.
- Forms partnerships and collaborates with local middle school and high school librarians, teachers, and administrators; conducts library tours and makes school presentations.
- Works with local organizations and businesses to encourage the support of young adult services and programs.
- Recruits, trains, supervises, and evaluates student, teen, and adult volunteers.
- Maintains statistics and writes monthly reports.
- Creates long-range and short-term goals and objectives.
- Responsible for Teen's webpage content including ensuring posts on all web pages and social media are current and relevant.
- Trains young adults and other patrons on how to use the public computers and databases for research as well as troubleshooting minor computer hardware and software issues.
- Attends professional library conferences, seminars, and consortium committees, reads professional literature; attends and participates in staff meeting discussion.
- Covers other departments as needed.
- Other duties as assigned.

Essential Skills

- Must be innovative. The Young Adult Librarian has an active role in planning new services and programs.
- Knowledge of Microsoft Office, particularly Word, Publisher, and Excel.
- Strong organizational abilities and interpersonal skills.
- Ability to cooperate as team member with other members of the library staff.
- Ability to learn and adapt to new procedures.
- Ability to instruct, schedule, and supervise volunteers.

Minimum qualifications

- MLS/MLIS from an accredited institution.
- Broad knowledge of the intellectual, psychological, and physical development of adolescents.
- A keen affinity to teens; ability to translate teen needs and interests into effective services and programs.
- Valid RI driver's license and reliable transportation.
- A self-starter who has ability to be innovative and learn new concepts to help further library program and service goals.
- Must be a flexible team player with a positive attitude and strong commitment to customer service.
- Proficiency with current technology and applications including effective communication through social media.

Preferred skills and qualifications

- Experience working in a public library, preferably with teens; familiarity with OSL's current ILS.
- Organizational abilities.
- Experience providing computer training to individuals and groups.
- Meets deadlines and works within budgeted guidelines.
- Ability to multi-task, problem-solve, and work independently.
- Ability to maintain a calm atmosphere, assure safety, and respond to emergencies.
- Ability to persuade, negotiate, and resolve conflict.

Working requirements

- Performs task with a high degree of independence.
- Library policies and procedures must be observed and followed.
- Has access to confidential and financial information.
- Work is performed in an open space setting, subject to quiet or moderate noise.
- Up to half of time is spent standing, walking, stooping or reaching with hands or arms.
- Frequently required to lift/push up to 30 pounds, occasionally lifting/pushing is required up to 50 pounds.
- Ability to sit and use computer workstation for extended periods of time
- Position is required to work nights and/or weekends.

Supervises

- At least one part-time Associate