PUBLIC JOB POSTING FOR FULL-TIME POSITION OF YOUTH SERVICES LIBRARIAN

Position: Youth Services Librarian
Department: Library
Affiliation: Personnel By-Law
Grade: 10
FLSA Status: Exempt

Reports To: Library Director
Benefits: Eligible

Work Week: 37.5 hours to include one evening per week and rotating weekend shifts.
Salary Range: FY’21 $50,507.41 to $62,074.30 (6 steps)

APPLICATION PROCESS/DEADLINE
Interested individuals should submit a cover letter/email, resume and Town of Norwell application (download @ townofnorwell.net under Human Resources). Email documents in a PDF format to bchilds@townofnorwell.net or by mail/in person to the Human Resources Office, 345 Main Street, Norwell, MA 02061. Interested applicants are encouraged to apply immediately; position is open until filled.

JOB SUMMARY
The Youth Services Librarian is responsible for the development, planning, organizing, directing and evaluating of activities, operations, and expenditures within the Children’s department, including collection development, Reader Advisory, Reference and the creation/implementation/evaluation of all Youth Services library programs. The Youth Services Librarian utilizes a broad knowledge of children’s literature and an understanding of the psychology of children and their learning styles/development in carrying out duties. Flexibility to work evenings and weekend days (Saturdays year round and Sundays from Fall to Spring) as scheduled. Related work includes occasional coverage of other departments and other related duties as assigned. Candidate should have a strong desire to work with the public and deliver the highest level of customer service. Must be a self-motivated individual who can work independently and collaboratively with others. Strong organization skills and creative abilities are required. Must have reliable transportation to travel to work and other required locations.

SUPERVISION RECEIVED/GIVEN
The Youth Services Librarian works under the general supervision and administrative direction of the Library Director. The position works independently in carrying out the majority of job functions in accordance with established policies and procedures. Supervises and directs daily duties of evening/weekend staff and other employees and volunteers as assigned by Library Director or his/her assignee.

ESSENTIAL FUNCTIONS
The list below indicates the general nature and level of work performed within this role. It is not deigned to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

- Provides Reader Advisory and Reference services to all patrons related to the Juvenile collection.
- Develops and manages the Juvenile collection, including print and non-print resource.
- Responsible for all aspects of Children’s programming, to include selection, coordination, publicity, hosting, and management.
- Plans, promotes and presents pre-literacy and traditional story times, and other early literacy programming.
- Develops, schedules, promotes and implements a Summer Reading Program entailing both reading and program components, using Collaborative Summer Library Program themes and compatibles.
- Creates a visually stimulating library environment through creative use of displays bulletin boards, and play areas.
- Supervises and develops work plans for staff and volunteers assigned to the department.
- Contributes content to the library newsletter and social media. Updates children’s pages on the website, Library Insight children’s program calendar, and coordinates other forms of publicity with library staff.
- Collaborates with Norwell school librarians to stay current on curriculum, reading lists, and the summer reading program.
- Conducts outreach to preschools. Develops, coordinates and hosts annual school orientation visits to the library.
- Stays up-to-date in the library field through continuing education, participation in professional organizations, and other means.
- Attends and contributes to staff and planning meetings. Represents the library at network and community meetings.
- Supervises library staff during evening and weekend shifts and as assigned, having responsibility for the staff, facility, and public.

EDUCATION AND EXPERIENCE
Education: A Master of Science degree in Library Science from an ALA-accredited institution is required. Experience: A minimum of two years of experience in children’s library or related professional services working with children. A combination of education and relevant experience that enables performance of all aspects of the position will be considered.

JOB DESCRIPTION: Please visit www.townofnorwell.net under Human Resources for a complete job description.