Adult and Young Adult Librarian

Job Description

Summary
Works under the general supervision of the Library Director. The position requires professional level initiative and judgement and a demonstrated ability to plan, develop and deliver adult services and services that directly promote information literacy among young adults in grades 6-12.

Reports to
The Library Director

Essential Job Functions
- Regularly examines and evaluates adult and young adult collections; works within an assigned budget to plan and develop collections of print and media materials using professional publications, independent selection and community knowledge.
- Oversees the implementation of authorized acquisition activities related to the addition or replacement of adult and young adult library materials.
- Coordinates adult and young adult service operations with other library services and functions; develops programs and services to meet specific needs of adult’s pre-adolescents and teens.
- Maintains awareness of trends in adult and young adult library services and of issues affecting youth and families, with specific emphasis on youth development and information literacy.
- Participates in near and long-range planning for adult and young adult library services, including budget forecasting and public service demand reviews.
- Provides reference service to adults, young people and teachers and provides reader’s advisory service to each group; may consult with school personnel on young adult topics.
- Serves as the authority on adult and young adult library services and represents the library on both adult and young adult services committees, as assigned.
- Serves as the main support for users of day-to-day public service technology.
- Assists in drafting library service policies and procedures, as assigned.
- Prepares reading lists, bibliographic aids, and pathfinders for public distribution.
- Prepares statistics, reports and publicity.
- Supervises part-time staff and volunteers.
- Has strong knowledge of and performs Public Service Associate duties as needed.
- Performs other related work as required.

Education and Experience
A Master’s degree in Library Science from an ALA accredited college or university plus two years in a supervisory or lead role in delivering adult and/or young adult library services, OR, an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education.
Required Knowledge, Skills and Abilities

- Considerable knowledge of the general principles and practices of public libraries.
- Considerable knowledge of the structure and content of print and online references, Internet searching methods and adult and young adult literature.
- Considerable knowledge of computer applications used to support or deliver public library services and ability to train the public and the staff in their effective use.
- Considerable knowledge of the needs and abilities of adult and young adult patrons and the content and scope of library collections used by adults and young adults, parents or caregivers, and teachers.
- Considerable ability to develop short and long-range strategic and operating plans and programs that address the changing abilities and needs of adults, pre-adolescents and teens.
- Considerable ability to administer adult and young adult service activities.
- Good interpersonal skills and ability to communicate with a variety of age groups.
- Good ability to make decisions in an environment of fixed resources and competing claims.
- Good ability to deliver brief, concise and attractive reports on assigned services, both orally and in writing.

Certificates, Licenses, Registrations

The position requires a valid driver’s license.

Physical Demands

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee will occasionally be required to attend off-site meetings.

Work Environment

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is generally quiet.
May be exposed to dust and fluctuation in inside temperature. The employee will be required to operate typical business office equipment, including computer hardware and related operational and public service software. Schedule includes a combination of day, evening and weekend hours.

**General Guidelines**

The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Adopted by Town Council: 9/22/2020