



NOTICE OF OPENING

TEEN SERVICES LIBRARIAN (GRADUATE LIBRARIAN 2)

The Worcester Public Library is seeking candidates for the position of Teen Services Librarian! This position is a beginning professional position working under the supervision of the Youth Services Manager with overall oversight by the Youth Services Coordinator. The successful candidate will possess excellent interpersonal, communication, and customer service skills and have experience working with diverse populations in an urban community. The candidate will be responsible for connecting teen library customers with the information they seek and developing and implementing engaging library programs, collections and services. The candidate in this position will also assist with all aspects of youth services in a busy department, including providing customer assistance at various service points.

SALARY: \$44,852.70 – \$65,264.96 annually; \$21.49 - \$31.27 hourly

ESSENTIAL JOB FUNCTIONS:

- Provides exemplary reference and reader's advisory service for young adults, children, parents, teachers, and other adults; looks for opportunities to help library customers feel welcome.
- Teaches use of basic and specialized reference tools, computer, equipment, etc.
- Builds, manages and promotes an extraordinary young adult collection that is diverse, current and relevant to the needs of the community.
- Seeks new ways to utilize the best technological developments for teens.
- Develops, plans, implements and evaluates programs for teens that meet the expressed and anticipated needs of the community's diverse teen population.
- Conducts bibliographic searches/inquiries using every possible resource.
- Creates and maintains content for social media platforms such as library blogs, Facebook, Twitter, and other online resources as appropriate.
- Makes connections, conducts outreach, and represents the library in the community, particularly promoting young adult services and collections.
- Assists in the development and implementation of programming for parents, teachers, students and other adults who work with teens.
- Collaborates with a team of professional and paraprofessional staff and with other city agencies and organizations.
- Assists with the development and maintains the layout and appearance of the teen spaces including the creation of impactful displays, and ensure a safe and welcoming environment for young adults.
- Stays informed of professional and community developments affecting the library and librarianship.
- Researches and writes grants focusing on services, programs and technology initiatives for a teenage audience.
- Trains, supervises and evaluates the work and activities of teen volunteers and advisory groups.
- Performs other tasks, as assigned, consistent with the functions of the work unit and level of responsibility.

MINIMUM JOB QUALIFICATION STANDARDS FOR PERFORMING ESSENTIAL JOB FUNCTIONS:

- Understand library customers and excel when connecting youth, parents, students and adults who work with teens with library resources.

- Show commitment to engaging teens and providing excellent customer service.
- Search for information with demonstrated knowledge of search skills and electronic resources.
- Demonstrate proficiency in current and emerging technologies and their applications.
- Initiate, organize, and self-direct work responsibilities under moderate supervision.
- Collaborate, create positive working relationships, inspire fun while working with a team.
- Ability to communicate well with people from diverse backgrounds
- High level of professionalism and commitment to the organization
- Ability to maintain confidentiality of patron information
- Ability to push book carts and bins loaded with library materials
- Ability to stand and or sit for prolonged periods of time
- Ability to perform bending, stooping, lifting, pushing, and twisting
- Ability to perform repetitive hand and arm motions for prolonged periods of time
- Ability to reach and retrieve library materials at high and low shelf heights
- Ability to move or lift up to 50 lbs.
- Knowledge of the principles and correct usage of the English language including grammar, punctuation and spelling

PREFERRED QUALIFICATION:

- Ability to communicate in more than one language – preferably Spanish.

MINIMUM REQUIREMENTS:

Education: MLS/MLIS, including graduate credit in children’s services, from a library school accredited by the American Library Association or approved by the Massachusetts Board of Library Commissioners.

Experience: Relevant experience in libraries, bookstores, schools and/or with youth is preferable.

Schedule: Includes evening and weekend assignments and working at other locations.

Travel: Ability to travel to required locations in a timely manner. A valid driver’s license is required.

CORI/SORI: Must pass a Criminal/Sex Offender Background Check

Position will remain open until filled

To apply, please visit: www.worcesterma.gov/employment or send resume and cover letter to: City of Worcester, 455 Main Street, Room 109, Worcester, MA 01608. EOE/ AA employer. Preference is given to Worcester Residents.

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

The Worcester Public Library makes every effort to support ALA’s “Core Competences of Librarianship” <http://www.ala.org/ala/educationcareers/careers/corecomp/corecompetences/index.cfm> as approved and adopted as policy by the ALA Council, January 27th 2009 and, as an Affirmative Action/Equal Opportunity Employer, values diversity and aims to have its workforce reflect the community. The City of Worcester is an equal opportunity, affirmative action employer. Women, minorities, people with disabilities and protected veterans are encouraged to apply. Direct inquiries to: City Hall Human Resources 109, 508-799-1030, HR@worcesterma.gov