JOB DESCRIPTION

Youth Services Librarian 1
(Graduate Librarian, Grade 1)

<table>
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<tr>
<th>Division: Youth Services</th>
<th>Primary Location: Main Library</th>
<th>Union: NAGE Local 495</th>
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<tbody>
<tr>
<td>Classification: Professional</td>
<td>Paygrade: 31P</td>
<td>$23.45 - $30.41</td>
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<td>FLSA Status: Non-Exempt</td>
<td>Full Time (40 hours/week)</td>
<td>Last Revised: November 2023</td>
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GENERAL STATEMENT OF DUTIES

This is an entry-level professional position under the immediate supervision of the manager of Youth Services and under the general direction of the Youth Deputy Director for Youth Services, with the responsibility of connecting youth with the information they seek and developing and implementing engaging library programs, collections, and services. The ideal person in this position will possess excellent interpersonal, communication, and customer service skills and have experience working with diverse populations in an urban community. Schedule will include evening and weekend hours and working at multiple locations as assigned.

*Bilingual applicants are encouraged to apply*

DUTIES AND RESPONSIBILITIES

ESSENTIAL ELEMENTS

- Provide exemplary reference and reader’s advisory service to children, young adults, parents, teachers, and other youth serving individuals; looks for opportunities to help library customers feel welcome
- Teach use of basic and specialized reference tools, computer, equipment, etc.
- In collaboration with other professional staff, build, manage and promote an extraordinary youth collection
- Seek new ways to utilize the best technological developments
- Make connections, reaches out and represents the library in the community
- Plan, develop and implement innovative and engaging programs for children, students, parents, educators, and other adults who work with youth
- Collaborate with a team of professional and paraprofessional staff and with other city agencies and organizations
- Take pride in our library, creating and maintaining beautiful displays, bibliographies, finding aids, and spaces
- Stay informed of professional and community developments affecting the library and librarianship
- Interpret library services and policies to patrons in a clear and courteous manner
- Contribute to creating an environment oriented to trust, open communication, creative thinking, and cohesive team effort
- Actively participate in staff development and training opportunities
- Perform other duties, as assigned, consistent with the functions of the work unit and level of responsibilities

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Understand library customers and excel when connecting youth, parents, students, and adults who work with children with library resources by demonstrating knowledge of search skills using paper and electronic resources
- Commitment to outstanding public service for youth
• Engage others who are passionate about providing an exemplary customer experience
• Ability to organize and self-direct work responsibly
• Collaborate and foster positive working relationships while working as part of a team
• Ability to work cooperatively with all staff at every level
• Embrace opportunities to learn in a changing environment
• Excellent interpersonal, written, and verbal communication skills and the ability to communicate with professional and paraprofessional staff about concepts, ideas, and requirements
• Strong commitment to consistent excellent customer service to a diverse population in an urban environment
• High level of professionalism and commitment to the organization
• Embrace opportunities to learn in a fast-paced changing environment
• Demonstrate proficiency in current and emerging technologies
• Ability to work independently and as part of a team
• Ability to learn and use library technologies
• Knowledge of the principles and correct usage of the English language including grammar, punctuation, and spelling
• Ability to create positive working relationships with a diverse staff
• Ability to maintain confidentiality

BACKGROUND REQUIRED

MINIMUM ACCEPTABLE
• Currently enrolled in library school with a focus on youth services with the goal of a Master’s Degree in Library Science and Information Science, 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
• Reliable transportation and the ability to travel to required locations in a timely manner
• Ability to successfully pass CORI/SORI

Preferred Qualifications
• One (1) year of experience providing services to youth
• One (1) year of prior experience with supporting for youth education development
• Prior customer service experience

PHYSICAL REQUIREMENTS
• Ability to walk, stand and move for long periods of time
• Ability to push book carts and bins loaded with library materials
• Ability to reach and retrieve books at high and low shelf heights
• Ability to stand and or sit for prolonged periods of time
• Ability to perform bending, stopping, lifting, pushing, and twisting
• Ability to perform repetitive hand and arm motions for prolonged periods of time
• Ability to move or lift up to 50 lbs.

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.
TO APPLY, PLEASE VISIT: www.worcesterma.gov/employment or send resume and cover letter on or before FRIDAY, DECEMBER 1, 2023, to: City of Worcester, 455 Main Street, Room 109, Worcester, MA 01608. Preference given to Worcester Residents. 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, 508-799-1030, HR@Worcesterma.gov.