

## TOWN OF UPTON POSITION DESCRIPTION

Position Title:	Children and Young Adult Librarian	Grade:	D
Department:	Library	FLSA:	Non-Exempt

### GENERAL PURPOSE

Responsible for planning, organizing, implementing, and supervising library services related to children, young adults and their parents.

### SUPERVISION RECEIVED (Position/Boards the position reports to)

Library Director

### SUPERVISION EXERCISED (if applicable)

Occasionally supervises library staff and/or volunteers for special projects..

### ESSENTIAL FUNCTIONS

*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.*

- Coordinate the operation of the Children's and Young Adults' Library; develop and maintain book collection; select and purchase books and material for the collection; evaluate collection, and discard out-dated material.
- Plan, design, implement and supervise programs based upon defined needs and interests of the children's, young adult, and parent population. Evaluate programs.
- Act as a resource on information gathering and conducting research.
- Serve as primary contact and resource for schools, parents, and local educational institutions.
- Develop and implement approaches to heighten community awareness of the capabilities, program offerings and services offered by the Children's and Young Adult's Library.
- Develop, manage and monitor operating budget and capital improvement plan of the Children's and Young Adults' Library.
- Maintain knowledge of current trends in Children's services through professional literature and participation in professional associations via committees, seminars and workshops.
- Provide reader advisory services.
- Catalog library materials.
- Serve as department head in the absence of the Library Director.

*Performs other similar and related duties.*

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### MINIMUM QUALIFICATIONS

Requires a Master's Degree in Library Science with a minimum of 6-18 months of related work experience; or any equivalent combination of education and experience.

#### Special Requirements

Class D Motor Vehicle License

#### **Knowledge, Skills and Abilities**

Requires solid knowledge of the principles and practices of professional library management. Requires computer skills in word processing, spreadsheets, databases and library system computer applications.

Requires strong reference skills, thorough knowledge of children's and young adult literature, and Internet search engines.

Must be able to work effectively with children and teens population and understand their interests.

Excellent oral and written communication skills are required. Contacts require patience, understanding, and courtesy. Confidentiality is required when dealing with patrons' library requests.

Requires the ability to work independently and plan own work.

#### **TOOLS AND EQUIPMENT USED**

Operates general office equipment to include personal computer, calculator, telephone, copier, projection, audio and video equipment.

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### PHYSICAL DEMANDS

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, and walk. The employee must occasionally lift and/or move boxes, weighing up to 30 pounds.

The employee must have good vision to view computer screens, numbers and text and view documents for general understanding. Work requires manual dexterity in combination with eye-hand coordination for keyboard input, data entry and book handling.

### WORK ENVIRONMENT

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed in a variety of different settings, both within the library and offsite. Employee may be required to work beyond normal business hours in response to emergency situations or to attend evening meetings.

*This 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.*