Joseph C. Sullivan, Mayor

Human Resources Department

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JOB POSTING

JOB TITLE: Young Adult/Reference Librarian

UNION: BLSA

LOCATION: Thayer Public Library

DATE AVAILABLE: December 5, 2011

SALARY: S10 - $43,825.60 - $50,796.20

QUALIFICATIONS:

Master's Degree in Library Science, with in-depth knowledge of young adult literature and online resources; plus two years' professional experience in public library service and programming young adult activities, or any equivalent combination of education and experience.

RESPONSIBILTIES:

Please see attached job description for complete details.

POSTING DATES: November 18, 2011 – December 2, 2011

Applicants may submit a cover letter and resume to the following address:

Human Resources Department
Town of Braintree
1 JFK Memorial Drive
Braintree, MA 02184

Town of Braintree is an Equal Opportunity Employer

THAYER PUBLIC LIBRARY
YOUNG ADULT/REFERENCE LIBRARIAN

Definition: Professional and supervisory work in the operations of the Young Adult department; serves as Librarian-In-Charge in the absence of the Director, Assistant Director and senior BLSA Unit B librarians on duty; related work as required.

Distinguishing Characteristics: Under general supervision of the Library Director, has responsibility to provide information, services, programs, and materials to children in their late preteen and teenage years (approximately middle school and high school ages) via manual and automated systems.

Provides professional guidance to Braintree Public Schools and other local schools and agencies to promote public library services to teens or young adults throughout the community.

Exercises considerable judgment in recommending procedures and policy relative to the specialized areas of young adult services.

Responsible for supervision of non-professional assistants related to young adult services and for immediate resolution of personnel matters to insure harmonious staff relations.

Makes frequent contact with the public and promotes a positive image of the Library.

Reviews user needs and selects young adult circulating and reference materials.

Develops, promotes, and provides supervisory authority for the Library's Young Adult Advisory Group and/or Junior Friends of the Library group.

Provides specialized young adult reference services and acts as backup for adult reference services, including staffing the Adult Reference desk when required.

Examples of Work: Assists young adults in selecting and locating library materials through manual and automated systems, utilizing print, audio, and online resources.

Conducts frequent programs to encourage literacy, lifelong learning, and general use of the library.

Provides extension services to schools by coordinating Library resources with middle and high school media centers. Visits classrooms, conducts book talks, and provides expertise for online database research.

Compiles book lists and arranges special reading projects and other projects of interest to young adults.

Using standard collection development techniques, continuously updates, weeds, and upgrades the young adult collection. Keeps current with content and evolving media of interest to young adults, including in-depth knowledge of appropriate online resources.

Prepares reports and keeps essential records, including analysis of subject area needs and publicity for young adult programs and services.

Required Qualifications: Master's Degree in Library Science, with in-depth knowledge of young adult literature and online resources; plus two years' professional experience in public library service and programming young adult activities, or any equivalent combination of education and experience.

Working knowledge of automated systems preferred. Must be able to relate to young adults, their parents and teachers with professional friendliness, patience, tact, and resourcefulness. Capability to prepare oral and written reports for the Library Director. Organizational skills required to maintain an orderly department under a minimum of supervision. Ability to operate a computer utilizing standard office production software and email required. Ease of use with changing electronic resources.