

**Young Adult Librarian-Part Time
Meredith Public Library
Effective March 2, 2023**

Position Purpose:

The purpose of the Young Adult Librarian is to promote library usage to patrons from third grade through high school. Duties include coordination and management of the Young Adult collection and planning and implementation of classes and activities; all other related work, as required.

Supervision:

Supervision Received: Works under the general direction of the Library Director and Assistant Library Director.

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.

- Develops the Young Adult collection, including: books, audio-visual and multi-media materials
- Develops and implements classes for patrons in third grade through high school.
- Provides outreach to local schools and other areas of the community.
- Provides reference and reader advisory services for Young Adults.
- Responsible for organization and decorating of the Teen Zone.
- Writes press releases.
- Attends informational and instructional meetings and workshops related to library operations and Young Adult Services.
- Works at the circulation desk as needed.
- Writes the Teen section of the monthly library newsletter and library Website.
- Uses Social Media to reach patrons.

- Performs similar or related work as required, or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree and previous library experience preferred. Previous experience working with youth required.

Knowledge, Ability and Skill

Knowledge of library policies and procedures, including automated circulation systems and information technology. Knowledge of, and sensitivity to, the special needs of children ages 8-18. Familiarity with youth literature; basic knowledge of youth development.

Ability to interact tactfully and appropriately with library patrons, especially children and teens. Ability to work independently and manage numerous, diverse tasks at one time. Ability to develop and implement programs. Ability to handle problem patrons and emergencies effectively.

Customer service skills. Oral and written communication skills. Good planning and organizational skills.

Physical Requirements

Minimal physical effort is required to perform most duties. The employee is frequently required to stand, walk, sit speak, hear, use hands to operate equipment and reach with hands and arms. Vision requirements include the ability to read routine documents and use a computer. Ability to drive.

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.