

AR 2112 JOB DESCRIPTION

TITLE Young Adult Librarian

GRADE 6

FLSA Not exempt

LOCATION Youth Services

SUPERVISOR Head of Youth Services

This job description contains the facts necessary to distinguish it from other positions. It is not a detailed description of every task and the Library may add or change tasks.

JOB SUMMARY Responsible for providing library service to young adults (ages 11 through 18) including but not limited to programming, outreach, and collection development.

MAJOR TASKS Plan, implement, and evaluate diverse programming that fulfills the educational, recreational, and personal needs of young adults.

Develop and maintain partnerships with local schools and organizations to collaboratively encourage college and/or career readiness and to meet strategic plan goals and state curriculum standards.

Research and apply for grants to fund innovative young adult programming and other services.

Assist Marketing Coordinator with marketing and publicity of Young Adult services.

Collaborate with other programming librarians to ensure the library is meeting strategic plan goals.

Keep informed of developments and trends in the library field through reading and participation in professional activities and meetings.

Maintain collections of relevant print and non-print material that meet the interests and needs of young adults in the community.

Engage young adults and their caregivers by providing research instruction, reference services, and reader's advisory.

Perform other tasks assigned by Division Head.

REQUIREMENTS

Master's degree in Library Science from an ALA-accredited program or eligibility for Librarian IV certificate in Indiana and equivalent combination of education and experience in public or reference service relevant to young adults.
Interest and ability in working with the public.
Strong interpersonal, organizational, and communication skills.
Computer literacy.
Flexibility in work schedule.

WORKING CONDITIONS

Library public service area and community locations.
Schedule includes evenings and weekends.

EQUIPMENT

PC workstation and printer, photocopier, walkie-talkie.

APPLICATION PROCEDURE

Those interested in this position should send their resume and cover letter to Cornell White, Director, whitec@hammondlibrary.org and Allison Boswinkle, Head of Youth Services, boswinklea@hammondlibrary.org