

Town of Sherborn Job Description

Form approved by Personnel Board 6/97. Amended and approved by Personnel Board 3/06

JOB TITLE:

Library Youth Services Assistant

DEPARTMENT NAME:

Sherborn Library

FLSA STATUS:

Exempt: ☒ _____

Non-Exempt: ☐ _____

Hours worked per week: _____

EMPLOYEE TYPE:

(see General By-Laws Personnel Administration Plan for definitions)

Salaried ☒ _____

Regular Part-Time ☐ _____

Casual Part-Time ☐ _____

Regular Full-Time ☐ _____

Supplemental Part-Time ☐ _____

Temporary ☐ _____

REPORTS DIRECTLY TO (INDICATE JOB TITLE):

Library Director

I. JOB SUMMARY - Briefly describe the primary function of this job.

The Library Assistant for Youth Services of the Sherborn Library is responsible for assisting with the development and enaction of pre-school and young adult public library programs, research services, and participates in Library materials collection development in coordination with the Children's Librarian.

II. JOB DUTIES - List six to eight of the most important duties using concise and comprehensive statements. Begin with the most important duty. Include any essential or important physical demands that are required to complete each of these duties. Use separate sheet if necessary.

1. Review and select materials for a multi-media juvenile collection, including print, digital, online, and audio formats, by consulting professional journals of reviews and in keeping with internal Materials Selection policies, State Regional Library guidelines, and to augment school curricula, as well as in recognition of trends in youth popular culture.
2. Promotes an outgoing, pro-active program of research and information services for children and their caregivers by interacting with the schools and youth organization throughout Sherborn. Consults the print, non-print, and Internet resources, and contacts cooperating agencies to retrieve information requested by young Library patrons.
3. Together with the Children's Librarian designs and implements youth community service opportunities and manages the Young Adult Advisory Group. May help develop creative story time sessions, makerspace activities, and coordinates special children's events and programs in conjunction with the Friends of the Library, school, and social groups. Participates in the State-Wide Summer Reading Program by developing special programs and events to encourage children's and youth recreational reading during the school vacation months.
4. Provides a program of readers' advisory service to upstart new or reluctant readers and inform parents or caregivers or available materials. Matches young readers to books or non-print material on intellectual, social, and personal levels. Develops and implements a program of bibliographic instruction to teach young patrons to use local and network Library technology, recognition of information authenticity in news and social resources, and integration of traditional research resources.
5. Works with the Children's Librarian to plan for the allocation of funds from the designated children's materials acquisitions budget to support youth services and keeps spreadsheets of expenditures. Proposes projects to the Library Director and Friends of the Library for use of endowed and special funds earmarked for youth services. Helps develop grant applications with the Children's Librarian.
6. Devises methods of measuring the effectiveness of children's programs and services and reports the results to the Library Director. Upholds all policies and the Librarians' Professional Code of Ethics in conduct. Actively tracks developing technologies and delivery methods for resources that will affect the future of library services.
7. Organizes available clerical and volunteer employees to assist with special or ongoing projects. Supervises department when the Head is absent and also substitutes in the general public services department as needed.
8. Create displays and exhibits merchandising Library collections. Uses technology and social media to promote use of and access to Library collections and services. Promotes Library use through book talks, booklists, school visits and other outreach activities.

- Physical requirements of the job are described on a separate sheet attached -

III. EDUCATION, TRAINING & EXPERIENCE - Describe the minimum level of education, training, and experience, as well as any special skills or certifications, which are required to competently perform the duties of this job.

Position requires a Master of Science in Library and Information Science (M.L.S.) from an accredited library school, or significant progress toward the M.L.S., with concentration in Children's Librarianship, or education and work experience that are aligned with the job description.

Strong creative ability, a high energy level, keen intelligence, and outstanding organizational skills are essential. Strong physical stamina is required to manage the collections and children's activities.

Superior oral, written, and interpersonal communication ability is essential.

Demonstrated ability to advocate for and work with children and their parents or caregivers in the community setting.

Computer literacy and fluency with Internet searching is required.

Ability to work 40 hours per week, including one night per week and one Saturday per month.

IV. COMMUNICATIONS & CONTACTS - List the jobs, external departments or organization with which the job has the most frequent contact. Describe the purpose and frequency of the contacts (Do not include supervisors and subordinates).

Contact	Purpose	Frequency
Friends of the Library	Develop & coordinate programs with our fund-raising group.	Monthly
School Librarians	Develop and coordinate programs with a common aim.	Quarterly
Children's Librarians groups	Resource sharing; preview of materials; state-wide programs.	Monthly
Staff peers Public & Technical Services Librarians;	coordination of services.	Daily

V. MANAGERIAL & SUPERVISORY RESPONSIBILITIES - Describe the function(s) over which this job has direct accountability and authority.

Helps to maintain the budget assigned to Children's Services by the Library Director and the Friends of the Library, and reports the status in spreadsheet format.

Keeps statistics on children's and youth programs for inclusion in the Library Director's annual reports.

Manages and directs paid clerical or volunteer hours available to assist with duties related to children's services or special projects.


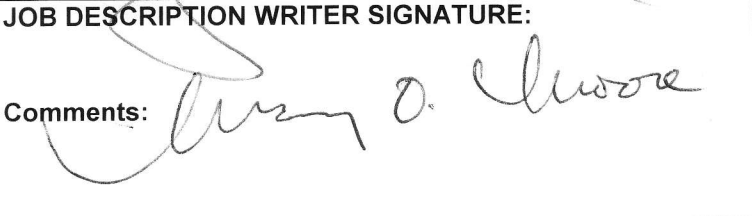
Manages and develops the collection of materials for children and youth, organizes and designs special events and story time programs.

VI. WORK ENVIRONMENT: Describe the workplace environment e.g. office, outdoors, night work, and any equipment usage requirements.

The Library is a public building and office work environment. The general public of all ages has free access to 3 levels of the facilities' book collections and meeting rooms. All staff have the responsibility of managing the public in emergency evacuation procedures and in matters of safety and security. Issues of safety and security also include the public's access to the Internet on the Library's workstations. All staff supervise these conditions. All staff operate workstations on the network, and supervise the public's use of copy and fax machines, public access workstations and printers. All staff work night shifts on a rotating schedule until 9 p.m. All staff participate in a rotating schedule of weekend shifts.

VII. REPORTING RELATIONS - Attach an organizational chart if possible indicating where this job fits in the department's operations. - attached -

The above statement is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUPERVISOR'S/MANAGER'S SIGNATURE: 	DATE: 2-21-17
JOB DESCRIPTION WRITER SIGNATURE: Comments: 	DATE: 2-21-17