

JOB ANNOUNCEMENT

HAMMOND PUBLIC LIBRARY

564 State Street
Hammond, IN 46320

TITLE:	Youth Services Librarian
GRADE:	6
DESCRIPTION:	AR 2201
REQUIREMENTS:	<p>Master's degree in Library Science from an ALA-accredited program and eligibility for a Librarian Certificate 4 in Indiana or an equivalent combination of education, with an emphasis on service to children, and related library experience.</p> <p>Knowledge of or experience with children's library materials, services and programs.</p> <p>Strong interpersonal skills and interest in working with the public. Broad reading background.</p> <p>Good typing and keyboarding skills. Computer literacy.</p> <p>Ability to organize and supervise. Flexibility in work schedule.</p>
LOCATION:	Youth Services
SALARY:	\$39,008
USUAL HOURS:	Full Time 38 hours per week - Including weekends
MAJOR TASKS:	<p>Plan, implement and evaluate youth programs and services. Extend service to the community through visits to schools, childcare centers, and community organizations.</p> <p>Develop and maintain collection through selection, receiving and weeding materials.</p> <p>Answer informational and directional questions placed in person or by telephone. Assist patrons in locating information and materials. Schedule, monitor and assist Internet users. Assist patrons in use of computers, OPAC, and Youth Computer. Provide Reader's Advisory service.</p> <p>Keep well informed of development in the library field through reading and participation in professional activities and meetings.</p> <p>Register borrowers and assign statistical categories. Prepare bibliographies and informational materials.</p> <p>Select books for topical displays and create bulletin board and room displays. Provide books for delivery to participating youth outreach groups.</p> <p>Assume responsibility for location in absence of direct supervisor. Know Board Policies, Administrative Regulations, administrative memos, and Union Contract.</p> <p>Perform other tasks assigned by supervisor.</p>
DATE AVAILABLE:	Immediately
SUPERVISOR:	Head of Youth Services
APPLICATION PROCEDURE:	Those interested in this position should send their résumé and cover letter to Whitney Chapman, Administrative Services Manager, CHAPMW@HAMMOND.LIB.IN.US .

*NOTE: This is not a detailed description of every task and the Library may add or change the tasks.