**Young People’s Librarian**

**Comstock Township Library**

**General Description**
This is an administrative and technical librarian position involving the supervision of the Young People's library service. Individual must be committed to excellence in customer service.

Work involves the responsibility for supervising the Young People's service staff, coordinating with other library services and initiating and executing Young People's library programs. Duties include selecting materials for the Young People's collection, monitoring behavior of children, maintaining collection, and training staff. The work requires that the employee have considerable knowledge, skill, and ability in every phase of the public library field, particularly as it relates to Young People's library services.

**Supervision Received**Works under the direction of the Director of Library Services.

**Examples of Duties**

* Directs and supervises the operations of the Young People's library service; makes assignments to staff; trains and evaluates staff.
* Develops and executes programs and services to meet specific needs of young people ages 0-18.
* Provides reference service to young people and teachers and provides reader's advisory service.
* Is responsible for the evaluation and selection of services and materials for young people.
* Assists in promoting library use, especially programs and services of the Young People's Department.
* Develops and coordinates all Young People's outreach programs to local nursery schools and day care
 centers, visits elementary and secondary schools when possible.
* Prepares and presents library programs and supervises program presentation by subordinate staff.
* Monitors the conditions of the Young People's service area.
* Meets with members of the library and others in order to coordinate activities and exchange information.
* Assists in drafting Young People's library service policy, as assigned.
* Represents the library on Young People's services committees and serves as the authority for service to young people within the library.
* Rotates with other department heads to act as Librarian in Charge for the Director in the Director's absence. Performs related work as required.
* Collaborates with and facilitates adult or combined departmental programming when appropriate.
* Catalogs materials as needed according to RDA standards.
* Works with the Public Services Librarian and Information Services Librarian as part of the Library's management team.

**Knowledge, Skills and Abilities**

* Considerable knowledge of the principles and practices of public library functions.
* Considerable knowledge of the needs and abilities of young people and the available library materials and services.
* Considerable ability in oral and written communications.
* Considerable ability to administer the activities of Young People's library service and supervise the work of others.
* Considerable ability to develop short and long-term development and operations plans and programs for a Young People's library service.
* Good ability to make decisions in an environment of limited resources and competing claims.
* Considerable ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies and the general public.
* Ability to work in an environment subject to continuous interruptions and background noises.
* Ability to work under stress from deadlines, public contact, and changing priorities and conditions.

**Qualifications**

ALA accredited MLS minimum qualification, including course work or continuing education in service to Young People. Progressively responsible library administration experience including 2-3 years experience working with youth.

Salary: 39k

Open from 2/18/14-3/4/14

Note: The description is illustrative of tasks and responsibilities. It is not all-inclusive of every task or responsibility.