

POSITION DESCRIPTION

Town of Needham

Reference Librarian/Young Adult Specialist

Duties:

Under the general supervision of the Reference Supervisor, perform a variety of activities as an information source to the community and administer the library's young adult material's collections and plan services for the young adult population of Needham.

Advises and assists patrons in selecting, locating, and utilizing library resource materials through knowledge of print materials, the computerized catalog, electronic databases, and the Internet. Instructs the public in the use of these resources through individual instruction and scheduled classes. Provides answers to patrons' questions, both ready reference or in greater bibliographic depth, and assists the Reference Supervisor in coordinating efficient and successful research information and readers' advisory services. Performs on-line regional, statewide, and national database searches for patrons requesting specialized books, periodicals, and information. Places inter-library loan requests and participates in maintenance of related network components.

Responsible for establishing, planning, and executing young adult programming and services. Recommends goals and objectives for the young adult collection and supporting services; develops, maintains, and evaluates the young adult materials collections; creates an environment that attracts and invites young adults to use the materials collections; liaisons with local schools; utilizes a variety of techniques (booktalking, discussion groups) to encourage use of collections and programs; provides instruction in information and research skills; designs implements, and evaluates young adult programs; involves young adults in planning and implementing services for their age group; creates exhibits for both the young adult and adult areas; writes publicity to publicize young adult materials collections and programs; provides information to patrons on library policies, activities, facilities, and services; actively participates in professional library committees and activities, including appropriate Minuteman Library Network committees and roundtables; attends professional meetings, seminars, and continuing educational opportunities; assumes responsibility for the Reference area in the absence of other reference department full-timers; performs other duties as required.

Basic Knowledge:

Position requires a Master's Degree in Library and Information Science

Experience:

Position requires 2-3 years' experience in professional library reference and young adult services

Independent Action:

Establish own work plan and priorities to assure timely completion of work in conformance with established library policies and practices. Responsible for purchasing young adult materials and maintaining young adult collections. Responsible for young adult programming and activities. Recommend adult materials' purchases to the Reference Supervisor.

Supervisory Responsibility:

Responsible for the operation of the library on scheduled evenings, and weekends. Supervise professional part-time staff in the absence of the Reference Supervisor.

Physical and Environmental Standards:

- Environment subject to constant high public traffic volume, noise, odors, etc.
- Constant interruptions to assist citizens
- Extended periods at computer; on telephone; operating with public on computers, scanners, copy machines, microfilm reader/printers; requiring eye-hand coordination and finger dexterity
- Regular lifting of books, files, documents, etc.
- Frequent moving of book carts around the department
- Some travel by personal automobile to professional meetings
- Evening and weekend work required
- Frequent standing, walking, bending, reaching, climbing stairs