Librarian (Teen)

Wethersfield Library
Wethersfield Library, Connecticut, United States

Salary: $56,230.17

Status: Full-time

Posted: 07/31/17

Deadline: 08/12/17

Position: Librarian (Teen)

Position Description:
The Librarian draws on his/her expertise to work with a team of professional staff to provide outstanding service to the community of Wethersfield. The Librarian is customer-focused, collaborative, tech-savvy, and helps ensure the delivery of quality results.

Position Responsibilities:
- Answer ready-reference and/or readers advisory requests, as well as provide general research assistance
- Provide direct public service to patrons (e.g. in-person, or by phone, email, social media)
- Participate in collection development and maintenance in assigned areas
- Develop, plan, promote, and deliver classes, programs or services either in a formal or informal setting which fulfill the mission of the library
- Assist in annual budget preparation specifically but not limited to the areas of collection development and programming
- Prepare reports (e.g. statistical or narrative) for Public Services Manager and/or Library Director
- Liaison and collaborate closely with relevant Town departments, boards, or committees, local schools, Board of Education, local businesses, as well as community groups/agencies/non-profits in order to plan and deliver classes, programs, or services that meet the expressed or anticipated needs and interests of library patrons
- Attend meetings and participate in professional associations, organizations, committees, etc. (e.g. ALA, YALSA, CLA, etc.)
- Maintain currency in relevant fields (e.g. librarianship, youth services, information technology, etc.)
- May work on special projects
- Perform other duties as required or other tasks/assignments as necessary

**Required Qualifications:**

- ALA Accredited Master’s Degree in Library Science or Master’s Degree in Library and Information Science or equivalent
- Two years of experience in general library work
- Excellent customer service skills
- Passion for and desire to work with a diverse public
- Knowledge of and demonstrated experience with library related technology
- Schedule must be flexible to include evenings and weekends
- Valid driver’s license

**Preferred Qualifications:**

- Supervisory experience
- Previous experience working in a public library setting as a professional librarian
- Familiarity with the needs of specific populations to be served (e.g. youth developmental needs)

**Closing Date:** 08/12/17

**Special Instructions to Applicants:**
For additional information and Employment Application, visit the Library’s website at http://www.wethersfieldlibrary.org/about/jobs.html.