

TOWN OF LEDYARD
Library Technician II – Youth Services

GENERAL STATEMENT OF DUTIES:

The Library Technician II – Youth Services works in conjunction with the Assistant Librarian I – Youth Services and the Administrative Assistant.

SUPERVISION RECEIVED:

The Library Technician II – Youth Services is supervised by the Assistant Librarian I – Youth Services and/or the Library Director

SUPERVISION EXERCISED:

None.

ESSENTIAL JOB FUNCTIONS:

- Provide reference and reader advisory services to children, teens, parents, caregivers, teachers, and adults in person and over the phone
- Assist patrons in the children’s room in locating materials, using the online catalog, accessing library databases, and using library mobile applications
- Plan and perform story times and other programs as assigned
- Assist in preparing materials and activities for programs along with bibliographies, fliers, displays, and publicity for youth services
- Catalog, classify, and process materials
- Understand and able to perform all jobs related to circulation including checking out books to patrons, discharging returned materials, entering patron data into the computer, collecting fines, clearing patron records, placing holds, and renewing items
- Operate equipment as needed
- Interpret library rules and policies
- Work with staff and volunteers to shelve, shelf read, and shift in the children’s room as needed

ADDITIONAL DUTIES:

- Attend continuing education workshops and conferences as needed
- May be assigned Sunday work responsibilities
- Perform other duties as required

******The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. ******

QUALIFICATIONS PROFILE:

Knowledge, Skills, and Ability:

- Knowledge of the principles and practices of public library functions
- Knowledge of youth literature
- Knowledge of the use of computers in libraries
- Knowledge of the bibliographic standards of cataloging
- At ease working with youth
- Ability to relate in a friendly and open manner with youth and caregivers
- Ability to establish and maintain effective working relationships with coworkers

Education and Experience:

Bachelor’s degree preferred along with a minimum of one year library experience and the ability to work with youth

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk; sit; bend or twist; stoop or crouch; use hands, fingers, wrists, or perform repetitive motions; handle/feel objects or controls; and reach with hands and arms. The employee must occasionally walk, climb stairs to various levels, and lift and/or move up to 25 pounds. The employee must maintain continuous visual acuity including close vision, the ability to focus, and hand-eye coordination. The employee must maintain normal auditory ability and the ability to communicate conversationally and by phone.

The employee must be free from mental and physical disorders which would interfere with performance of duties as described and have the ability to maintain composure with the public and coworkers in everyday stressful and emergency situations.

******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and job requirements change. ******

Adopted at Ledyard Town Council Meeting on _____.

Chair