

DRAFT: 6/14/2023

**TOWN OF LEDYARD
ASSISTANT LIBRARIAN I – YOUTH SERVICES**

GENERAL STATEMENT OF DUTIES:

The Assistant Librarian I – Youth Services proactively plans, organizes, and delivers services in the youth area at both Ledyard Public Library buildings.

SUPERVISION RECEIVED:

The Assistant Librarian I – Youth Services is supervised by the Library Director.

SUPERVISION EXERCISED:

The Assistant Librarian I – Youth Services may supervise staff and volunteers.

ESSENTIAL JOB FUNCTIONS:

- Plan, develop, and implement library programs oriented to the needs of young patrons and their caregivers
- Select new and replacement books and media materials for library acquisition
- Assist at the circulation desks to provide reader advisory services and to answer reference and informational questions
- Assist with circulation duties as needed including checking books out to patrons, discharging returned materials, entering patron data into the computer, collecting fines, clearing patron records, placing holds, and renewing items
- Provide assistance and instruction in the use of OPAC terminals and other resources used for borrowing and locating reference information
- Develop and coordinate all youth outreach programs to local schools and daycares
- Maintain records and prepare annual reports
- Assist in monitoring young library patron conduct and behavior
- Interpret library rules and policies
- Provide library resource services for parents, teachers, and others concerned with young library patrons
- Serve as a liaison with Ledyard Public Schools
- Prepare press releases detailing youth activities and programs
- Coordinate volunteers to work in youth services
- Evaluate and cull the youth collection on an annual basis
- Assist with the evaluation of staff
- *Supports the Library social media presence and update content on the Library's website in accordance with the Town's Social Media Policy*

ADDITIONAL DUTIES:

- Stay informed about trends in youth library services
- Participate in community literacy programs
- Participate in professional organizations
- Attend continuing education workshops and conferences

- Conduct programs and workshops in the community
- 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
- Ability to supervise the work of others
- Ability to establish and maintain effective working relationships with superiors, subordinates, officials of other agencies, and the general public
- Ability to communicate orally and in writing

Education, Experience, and Training:

This position requires a four-year college degree preferably in Library Science plus two years of experience in a library. Experience working with youth is required, and supervisory experience is preferred.

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.*******

Adopted by Ledyard Town Council on December 13, 2017.

Revised ;05/ 03/2023

Kevin J. Dombrowski, Chairman