

## **Town of Somers - Somers Public Library**

### **Position**

- Part Time Teen/Reference Librarian

### **General Description**

- Under the direction of the Library Director, plans, develops and supervises afterschool programming for teens, assists with collection maintenance of young adult materials, supervises Teen Room during after school hours, assists with Library's interlibrary loan process, provides reference, technology, and reader's advisory assistance to teen and adult patrons.

### **Qualifications Required**

- Master's Degree in Library Science from an accredited institution preferred
- Experience in library reference services
- Experience working with teens, ages 13 - 18

### **Knowledge, Skills and Abilities Required**

- Effective oral and written expression
- Keyboarding skills and ability to learn how to use the library's automated systems
- Knowledge of computers and software applications in a Windows and Mac environment. Ability to update webpages, accomplish desktop publishing, and utilize social media and marketing opportunities
- Ability to work effectively with library staff and patrons
- Demonstrated patience, cooperation, team-effort, and reliability
- Knowledge of books, authors and readers' interests, specifically young adult preferred
- Knowledge of library principles and practices

### **Specific Responsibilities**

- Provides reference, technology, and reader's advisory services to patrons
- Maintains current knowledge of library technology
- Performs automated bibliographic searches
- Assists with interlibrary loan requisitions for library material between libraries following CT DeliverIT policies and procedures
- Develops, supervises, and publicizes innovative programs for teens
- Works with teens in planning and implementing services for their age group
- Maintains program participation statistics and tracks program expenditures
- Devises promotional materials and displays for the Teen Room
- Assists with collection development for the young adult collection, recommending materials for purchase and determining which materials may be weeded from the collection
- Keeps informed of current trends and professional developments in the field of library services
- Performs related work as required

***Note:** The above tasks and responsibilities are illustrative only. They are not intended to be all-inclusive of every task or responsibility.*

### **Supervision Received**

- Works under the general direction of the Library Director

### **License or Certificate**

- Not applicable

### **Physical Exertion/Environmental Conditions**

- Performs duties in an office environment. Must be able to lift and carry books, equipment and office files up to a 50 lb. weight limit. Must be able to reach, bend and climb to shelve collection. Spends much of each day either standing or walking. Irregular and short term exposure to computer screen. Some stress involved in public contact.