

# Town of Southington



## Part Time Reference / Teen Librarian Town of Southington Public Library

**\*Applicants selected for an interview will need to present a new, innovative programs for Southington Teens\***

**TO:** External  
**HOURLY RATE:** \$31.51  
**GRADE:** 6  
**HOURS:** 20

**POSTING DATE:** 1/2/2019  
**CLOSING DATE:** 1/15/2019  
**UNION:** UPSEU-LOCAL 424-35

**REPORTS TO:** Assistant Director/Head of Reference

### **SUBMISSION:**

Individuals interested in applying need to apply online to <http://www.applitrack.com/southingtonschools/onlineapp/default.aspx>. You will view 'Southington Public Schools' when entering the site. Both the Board of Education and Town Government are partnering in the use of AppliTrak program. Once you have accessed the link, move to the 'External Applicants' section of the page and click on 'Start an Application for Employment'. Applications need to be linked to the open position you are interested in, within this site, reference job.

### **GENERAL STATEMENT OF DUTIES**

Assists in the administration, development and implementation of services in the adult reference department with a focus on programs and services to teens.

### **TYPICAL WORK ACTIVITIES** (illustrative only):

- Initiates, plans and conducts a variety of programs and activities to encourage use of the library by young adults between the ages of 12 and 18.
- Performs reference and general assistance to the public including, but not limited to, direct assistance with basic information regarding use of library materials, equipment and services.
- Reviews material in various formats for selection and acquisition with an emphasis on teen and young adult literature.
- Other related duties as assigned.
- Develops and presents library programming with an emphasis on teens and young adults.
- Responsible for providing reference and reader's advisor services with an emphasis on teens and young adults.
- Instructs patrons on the use of library resources including online catalogs, databases, and other virtual library resources.
- Organizes and maintains assigned collection(s).
- Develops curriculum and teaches classes.
- Assists in the department's budgetary process.
- Provides statistical reports.

- Acts as library representative to the community and professional groups.

**Qualifications:**

- Demonstrable knowledge of young adult / teen literature.
- Ability to relate to young adults and teens as well as library patrons of all ages, the education community, parents and colleagues.
- Conceptual understanding and knowledge of state-of-the-art library technology.
- Knowledge of professional library principles, methods, materials and current developments in the fields of young adult/teen service
- Conceptual understanding and knowledge of current trends in reference service.
- Ability to communicate concisely and effectively.
- Leadership skills, the ability to speak to groups.
- Ability to supervise library assistants and volunteers as assigned.
- Ability to establish and maintain effective working relationships with supervisors, associates, officials of other agencies and the general public.

**MINIMUM QUALIFICATIONS:**

- Graduate degree in Library Science (MLS) from an ALA accredited college or university.
- A minimum of two (2) successful years of experience in the public library service with an emphasis on teens.