



**NOTICE OF OPENING  
YOUTH SERVICES LIBRARIAN  
GRADUATE LIBRARIAN 2**

**SALARY:**

\$41,033.23 - \$59,713.16 annually; \$19.66 - \$28.61 hourly

A beginning professional position under the immediate supervision of the Youth Services Supervisor with responsibility for connecting library customers with the information they seek and developing and implementing engaging library programs, collections and services.

**ESSENTIAL JOB FUNCTIONS:**

- Provides exemplary reference and reader's advisory service for children, parents, students, and adults who work with children; looks for opportunities to help library customers feel welcome
- Teaches use of basic and specialized children's reference tools, computer, equipment, etc.
- Builds, manages and promotes extraordinary collections
- Works closely with E-Resources Librarian to identify, recommend, and promote digital resources, and to develop digital initiatives and virtual content using emerging technologies to enhance user's experience
- Seeks new ways to utilize the best technological developments
- Conducts bibliographic searches/inquiries using every possible resource
- Plans and implements programming for children, including story times, tours and library instruction and outreach services
- Makes connections, reaches out and represents the library to the community
- Assists in the development and implementation of programming for parents, teachers, students and other adults who work with children
- Collaborates with a team of professional and paraprofessional staff and with other city agencies and organizations
- Takes pride in our library, creating and maintaining beautiful displays and spaces
- Stays informed about professional and community developments affecting the library and librarianship
- May schedule, supervise and evaluate pages, interns and volunteers
- Performs other tasks, as assigned, consistent with the functions of the work unit and level of responsibility

**MINIMUM QUALIFICATION STANDARDS FOR PERFORMING ESSENTIAL JOB FUNCTIONS:**

You will:

- Understand library customers and excel when connecting children, parents, students and adults who work with children with library resources by demonstrating knowledge of search skills using paper and electronic resources
- Show commitment to providing excellent customer service
- Share your delight in children's literature
- Lead and teach with joy
- Search for information with demonstrated knowledge of search skills using paper and electronic resources

**MINIMUM QUALIFICATION STANDARDS FOR PERFORMING ESSENTIAL JOB FUNCTIONS (continued):**

You will:

- Demonstrate proficiency in current and emerging technologies and their applications
- Engage others who are passionate about providing an exemplary customer experience
- Initiate, organize, and self-direct work responsibilities under moderate supervision
- Collaborate, create positive working relationships, inspire fun while working with a team
- Work cooperatively with all staff
- Embrace opportunities to learn in a changing environment
- Excel when communicating both verbally and in writing
- Listen actively and patiently
- Show enthusiasm and flexibility
- Communicate fluently in Spanish
- Communicate effectively verbally and in writing
- Push carts and bins loaded with library materials
- Reach and retrieve library materials at high and low shelf heights

**MINIMUM QUALIFICATIONS:**

Education: M.L.S., including graduate credit in children's services, from a library school accredited by the American Library Association or approved by the Massachusetts Board of Library Commissioners

Experience: Relevant experience in libraries, bookstores, schools and/or with children is preferable

Schedule: Includes evening and weekend assignments and working at other locations

License: Ability to travel to required locations in a timely manner

*All inquiries should be forwarded to the City of Worcester's Human Resources office at [hr@worcesterma.gov](mailto:hr@worcesterma.gov). Application deadline is Friday, January 27, 2012.*

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

The Worcester Public Library makes every effort to support ALA's "Core Competences of Librarianship" <http://www.ala.org/ala/educationcareers/careers/corecomp/corecompetences/index.cfm> as approved and adopted as policy by the ALA Council, January 27<sup>th</sup> 2009 and, as an Affirmative Action/Equal Opportunity Employer, values diversity and aims to have its workforce reflect the community.