

Job Description

Young Adult and New Technology Librarian

40 hours/week

Description: The **Young Adult and New Technology Librarian** directs the Library's Young Adult Program and contributes to the library's online presence and technology services. He/she is responsible for all aspects of the library's teen services. Reports to the **Library Director**.

Essential Job Functions:

Manages the Teen Room and Program

- Proposes policy, procedures, programs and budgets to the Library Director
- Plans and carries out afterschool, vacation, and summer reading programs
- Staffs the Teen Room after school Monday through Friday
- Develops and works closely with a Teen Advisory Council
- Consults book reviews and selects new library materials for purchase
- Manages the existing collection of books and media; weeds worn, outdated, and inaccurate materials from the collection
- Oversees the teen room computers and technology services
- Selects, trains, and supervises volunteers
- Collaborates with the Library Director and Children's Librarian on grant writing to fund teen programming
- Liaises with schools and community partners to support library programming for Barre youth
- Plans and executes special library programs for teens, including passive programs and library lock-ins
- Collaborates with the Children's Librarian to ensure seamless library services for tweens

Supports the library's online presence and technology services. Duties are dependent on areas of expertise and may include the following:

- Posts items on the website and social media in a timely and effective manner
- Trains patrons of all ages in technology use, including e-readers, media editing software, and basic computer skills
- Works closely with other library staff to coordinate library publicity and develop current web content

Attends monthly staff meetings and relevant staff in-services

Participates in the staffing rotation covering Saturdays

Makes suggestions for improved library practices and operations

Reports problems to the Library Director

Performs other duties as assigned

Knowledge, Skills & Abilities Required:

Fluency in current personal computing and library technologies

HTML/CSS experience and awareness of current trends in online platforms

Effective communications including oral, written, and online

Excellent human relations skills

Friendly, patient, helpful, non-judgmental, and interested in books and reading

Minimum Qualifications:

Vermont Library Certificate or MLS degree, or studying toward completion of either

Availability for evening and weekend hours

Genuine enthusiasm for working with teenagers

Acceptable Background Check

Dedication to the philosophy of public library service, including the protection of patron privacy and freedom of access to information

Preferred Qualifications:

Experience with Wordpress CMS and Adobe Software

Instruction experience

At least one year experience in libraries

At least one year experience working with teenagers

The above statements describe the general nature and level of work being performed by the person assigned to this classification and are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.