

# Town of Boxborough, MA

**POSITION:** Youth Services Librarian

**DEPARTMENT:** Sargent Memorial Library

**FLSA STATUS:** Exempt

**REPORTS TO:** Library Director

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## **GENERAL SUMMARY:**

The Youth Services Librarian works under the direction of the Library Director to plan, implement, and manage comprehensive library services for children and young adults, including but not limited to collection development and program planning.

## **SUPERVISION SCOPE**

The position performs highly responsible duties requiring initiative in planning and organizing through the exercise of independent judgment.

## **SUPERVISION RECEIVED**

The position works under the general direction of the Library Director in accordance with Massachusetts General Laws, and library and library network policies. In the absence of the Library Director, the position will be under the guidance of the Library Trustees.

## **SUPERVISION EXERCISED**

The position manages middle school and high school volunteers, assigning tasks and overseeing their performances.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plan, select, and develop the Children and Young Adult collections and manage the appropriate materials budget.
- Plan, design, and implement regular and special programs for children and young adults based on needs and interests of the community, such as twice a week story and craft times, monthly book clubs, and annual Summer Reading Program.
- Conduct community outreach including frequent contacts with schools, other libraries, social service agencies, and civic organizations to establish collaborative relationships.
- Manage the Children and Young Adult sections of the Library's website.
- Collaborate with Information Services Librarian and the Director on community-wide events and projects.
- Promote the use of and access to library services through technology and social media sources.
- Provide in-person and over the phone reference services and readers' advisories.
- Manage and supervise high school, and senior volunteers.
- Participate in the public service desk rotation.
- Keep abreast of current trends in the field through participation in user groups and attendance at conferences, workshops and meetings.
- Assume administrative responsibilities in the event of an extended absence of the Director .

## **OTHER DUTIES AND RESPONSIBILITIES**

The duties listed above are intended only as examples 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.

## **REQUIRED EDUCATION AND WORK EXPERIENCE**

- Master's degree in Library and Information Science from an ALA accredited institution.
- Public library experience preferred.
- Prior experience working with children is preferred.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of library principles, trends, and services to children and young adults.
- Understanding of infant, child, and youth development either through course work or prior experiences working with youth.
- Knowledge of children and young adult literature .
- Demonstrate positive attitude, excellent interpersonal skills, cultural sensitivity, and a sense of humor in working with customers, coworkers, and community.
- Communicate clearly, both in speech and in writing with people of all ages
- Create and maintain positive staff and patron relationships.
- Work independently and in a team setting.
- Demonstrate full understanding of network circulation policies and procedures and able to explain it to staff and patrons.
- Analyze and identify community needs and tailor programs and services to meet those needs.
- Creatively solve problems, negotiate and handle stressful situations in a positive manner.
- Proficient in the use of social media and digital devices.
- Knowledge of and experienced in basic, user-centered web design.

## **TOOLS AND EQUIPMENT USED**

Computers, calculator, copier, fax machine, phone and other general office equipment, as well as scissors, laminator, glue guns and other crafting tools.

## **PHYSICAL REQUIREMENTS**

The physical demands listed are representative of what is required to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to fulfill the essential functions of the position.

- Must be able to verbally communicate information clearly and exchange accurate information with others.
- Must be able to constantly operate a computer and other office productivity machinery, such as a copy machine and computer printer.
- Must be able to move freely around in the library and retrieve books and materials from the ground level shelf as well as the higher shelves. Walking, bending, stooping, reaching, and lifting are required actions.
- Frequently moving materials such as books and office equipment weighing up to 15 pounds and infrequently up to 30 pounds.
- Must be able to work productively and tolerantly in an environment with occasional lengthy periods of noise from programs.

## **WORK ENVIRONMENT**

Work is performed in both the Children's Area, and at the circulation desk in the public area. Work environment is usually moderately noisy but can be loud.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position, unless such accommodations would pose an undue hardship on the Town.

**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 requirements of the job change.

**Recommended:** July 10, 2023  
September 12, 2023

**Approved (Name):** Personnel Board

**Approved (Date):** February 13, 2024