

**QUINCY PUBLIC LIBRARY
POSITION OPEN**

POSITION: Young Adult Librarian

CLASSIFICATION: Librarian

DEPARTMENT: Information Services

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

Job Summary:

The Young Adult Librarian position is primarily responsible for selecting young adult materials and maintaining this special collection. Additionally, this position is responsible for planning and coordinating all special events and programs for tweens and teens. It is a diverse position that requires a broad knowledge of library functions, interest in young adult literature, and customer service skills to assist all ages of library users.

Essential Duties and Responsibilities:

- Selects, purchases, and maintains the young adult book, audio/visual, and periodical collections.
- Develops, coordinates, implements, and evaluates programming activities for young adults in consultation with the Assistant Director.
- Adopts a community engagement mindset and develops and maintains effective relationships with schools, community groups, agencies and non-profits that target youth in order to plan and deliver programs and services that meet local teen needs and interests.
- Promotes the use of library resources through community contact, especially as liaison with grades 7 through 12 in the Quincy schools.
- Participates in the planning and development of community outreach events and library-wide campaigns, including the annual Summer Reading Program.
- Participates in other collection development, as assigned.
- Writes or assists with the writing and implementation of grants as needed.
- Plans and creates displays of library materials and information.
- Conducts group tours of the library.
- Serves on committees as needed or requested.
- Represents the Library in community and professional meetings as required.
- Stay abreast of new technologies and library trends.
- Performs other duties as assigned.
- Responsible for shifts at the Reference and Children's desks as scheduled
- Responds to patron inquiries for information or assistance, including in person, telephone, mail and electronic.
- Provide friendly, efficient, and knowledgeable customer service.

- Assist and instruct patrons using virtual resources, downloading digital content, using publicly available technology including computers, printers, copiers, scanners, fax, etc. in scheduled group programs or one-on-one training sessions.
- Regularly work the service desk and provide reference and reader's advisory assistance.

QUALIFICATIONS:

Masters Degree required. Masters Degree in Library or Information Science from an accredited library school preferred. Two years library experience preferred. Knowledge of popular and classic young adult literature desirable. Creative and enthusiastic person with the ability to work with all ages, especially young adults. Excellent written and oral communication skills. Reliable and self-motivated. Demonstrated computer experience required. Knowledge of word processing, desktop publishing and library software preferred. Must be comfortable learning latest tech trends, as applicable to Young Adults.

RATE OF PAY: \$19.45

HOURS: Full-time position, with a varying schedule including days, evenings and weekends.

OPENINGS: One

APPLICATION FORMS AVAILABLE AT:

Administration Office
Quincy Public Library
526 Jersey Street
Quincy, Illinois 62301

The Library is an Affirmative Action / Equal Opportunity Employer.
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