

LINCOLN PUBLIC LIBRARY

P.O. Box 98

Lincoln NH 03251

YOUTH SERVICES LIBRARIAN—Lincoln Public Library

Position Description

Plans, organizes and supervises library programs for pre-school, elementary, and young adult library users; participates in short and long range planning for children and general library programs; coordinates activities, using ideas derived from books, other libraries and through personal contact. Prepares and issues flyers and press releases. Periodically confers with school librarian and teachers. Works under the supervision of the Library Director.

Education/Experience:

High School Diploma, Bachelor's Degree in Education-related field with emphasis in children's and young adult services, or working toward an MLS at an accredited school. Prefer experience in services to infants, children, and young adults, with an emphasis on children's and young adult literature. Also required are excellent written and oral communication skills, ability to work with the public, familiarity with library systems, computer software, word processing, and social media.

Skills and Abilities

Knowledge of the principles and practices of public library functions.
Knowledge of the needs and abilities of children, and the available library materials and services.
Considerable ability in oral and written communications.
Ability to administer the activities of a children's library service and supervise the work of others.
Ability to develop short and long-term plans and programs for a children's library service.
Ability to make decisions in an environment of limited resources and competing claims.
Ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies and the general public.

PERSONAL ATTRIBUTES: Ability to deal with staff members and the public in a courteous manner, ability to communicate well with individuals; neat personal appearance; self-motivated; sound judgment; pleasing manner, ability to work independently and excellent customer service skills.

ESSENTIAL JOB FUNCTIONS: Regular & punctual attendance; supervises all aspects of children's and teen services; manages children and teen programming. Covers circulation desk as required, as well as other related library duties

Physical Demands

Performs bending, squatting, kneeling and reaching from floor level to 6 feet in height
Displays good coordination and mobility
Routine lifting of library materials weighing up to 20 lbs.

This job description is not, nor is it intended to be a complete statement of all duties, functions and responsibilities for this position.

Closing date December 30, 2016 or until position filled.

APPLICATION PROCEDURE: Submit cover letter, resumé, and three professional references to: Lincoln Public Library P.O. 98 Lincoln NH 03251

Salary and benefits Salary TBD. Full Time position 40hours/week including Saturday hours, benefits included NHRS, Medical and Dental insurance, paid holidays and vacation.