

JOB POSTING

Assistant Youth Services Librarian

General Statement of Duties:

Performs professional and supervisory tasks at the Children's Circulation Desk. The work is performed under the general direction of the Head of Youth Services and/or Assistant Director. General supervision is exercised over Library Assistants and Part-Time Aides. The Assistant Youth Services Librarian is expected to work 37.5 hours per week with the occasional Saturdays and evening shifts.

General Job Description:

- Maintain workflow at the Children's Desk
- Maintain the room for neatness, cleanliness and appropriate behavior by users
- Provide direct public service at the Children's Circulation Desk, including policy explanation, complaint resolution, problem solving, patron registration, fine collection and circulation of materials
- Under the supervision of the Head of Youth Services create and/or maintain passive programs
- Under the supervision of the Head of Youth Services, create and/or run in-person library programs
- Participate as a member of the Children's room team
- Under the supervision of the Head of Youth Services, participate in the Children's and Teen collection maintenance including weeding and shifting.
- Under the supervision of the Head of Youth Services, assist in the merchandising and marketing of the physical collection.
- Perform related duties and responsibilities as required

Required Knowledge, Skills, and Abilities: ability to supervise and mentor, to interpret community interests and needs, to develop systems and methods to get maximum use out of library materials and personnel; ability to meet and deal with people effectively and foster a friendly and supportive attitude towards patrons; ability to foster cooperation among staff.

Physical Demands: The employee is frequently required to stand/sit for a period of time and must occasionally lift and/or move up to 25lbs

ALA accredited MLS preferred. Salary commensurate with experience, ranging from the \$48,995 -\$51,500. Excellent benefits. EOE. Review of applications begins 8/15/24.

Mail resume with cover letter and 3 references to:

Search Committee

Kelley Library
234 Main Street
Salem, NH 03079

Apply electronically to nducharme@kelleylibrary.org