



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

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Vermont Relay: 7-1-1 or 800-253-0191

**TEEN LIBRARIAN
FLETCHER FREE LIBRARY
Posting Extended**

POSTING DATE: June 30, 2015

RATE OF PAY: \$50,890

EXEMPT/NON-EXEMPT: Non- Exempt

DEADLINE TO APPLY: July 20, 2015

POSITION STATUS: Regular Full Time

CLASSIFICATION GRADE: 18

UNION: AFSCME

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

Creative energetic and innovative library professional. Responsible for administrative and supervisory work in planning and managing the activities of young adult services in the library and all other related work as required. Teen Librarian works under the general direction of the Library Director. Functions requiring considerable judgment and initiative in planning and overseeing services to young adults both within the library and the community.

Essential Job Functions:

- Performs work under typical library conditions; library hours may require evening and weekend work.
- Plans, organizes, implements, supervises and evaluates services to young adults.
- Participates as part of the management team in developing goals, policies and procedures as it relates to young adults.
- Advocates for young adults and young adult services with other community agencies.
- Initiates, plans and conducts a variety of programs and activities to encourage the use of the library by young adults between the ages of 12 to 18.
- Works in conjunction with Youth Services Librarian in coordination of library programming and services to youth and teens.
- Involves young adults in planning and implementing services for their age group.
- Works in conjunction with Collection Development Librarian to select, evaluate, maintain and discard young adult collection based on professional judgment, preferences of young adults and acknowledged review sources ensuring it is diverse, current, and relevant and meets the needs of the community
- Provides reference and readers' advisory services, and library orientation to young adults.
- Collaborates with schools other libraries, social service agencies, civic organizations and other professional organizations to develop, promote, facilitate, and evaluate innovative programs to meet the expressed and anticipated needs of the community's young adult population including reading clubs, homework help, Club 242, instructional workshops, STEM and literacy programs, gaming, summer reading events, tech programs and a variety of other programs both in the Library and throughout the community.
- Promotes, publicizes and represents young adult services and the library to the community and local agencies in cooperation with other departments.
- Works with library administration to seek supplementary funding to enhance library services, including state and federal grants.
- Trains and supervises support staff, teen volunteers, and teen advisory councils.
- Identifies, collects and interprets statistics as needed.

Qualifications/Basic Job Requirements:

- Master's Degree in Library Science from an ALA accredited school or the equivalent combination of education and experience in a related field
- Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Strong commitment to public service and the ability to work well with a diverse patronage.
- Minimum 2-3 years of direct professional experience creating and conducting a variety of innovative programs for Young Adults (ages 12 to 18).
- Knowledge of Young Adult literature and experience maintaining a Young Adult collection.
- Experience building partnerships with local organizations and schools to better meet the needs of community users.
- Demonstrated interpersonal, oral, and written communication skills.
- Successfully demonstrated ability to work as part of a team.
- Strong organization and planning skills, including the ability to perform multiple projects or tasks simultaneously.
- Demonstrated strong knowledge of computer services including online searching, social media, reference resources and databases.
- Understanding of emerging library technologies, service and programming trends for Young Adults, and urban public library issues preferred.
- Ability to do Information literacy instruction and online learning instruction to teens
- A broad knowledge of the intellectual, emotional, psychological and physical development of adolescents is essential.
- Genuine respect for young adults and an ability to establish rapport with them.
- Ability to administer and direct the work of staff and volunteers.
- Ability to express oneself orally and in writing.
- Flexibility, initiative, creative innovator, energy, patience and tact to deal effectively with the public.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

To Apply: Submit resume and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR .

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities.

For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.