

NEWPORT PUBLIC LIBRARY
POSITION DESCRIPTION

Title: Young Adult Librarian (24 Hours)

The Newport Public Library is seeking an enthusiastic and forward-thinking individual for the position of Part Time Young Adult Librarian. This position is 24 hours per week including evening and rotating Saturday hours. Occasional Sunday hours are required as needed. This is a shared position with another Young Adult Librarian.

Duties:

Reference Services

- Provides Readers' Advisory and reference services to all patrons, as required.
- Compiles bibliographies and instructional materials to meet the needs of young adults.
- Provides instruction to groups and individuals, both formally and informally, regarding the use of library materials and services, including use of electronic resources and the public access catalog.
- Provides technical assistance to patrons using electronic resources in the library including printing, monitoring PCs, troubleshooting, database use, mobile printing, e-books, e-audios, etc.

Communication

- Strives to create a safe, comfortable and welcoming environment for all library users.
- Supervises young adult patrons in the library, enforces library behavior policies and encourages input and use of young adult facilities.
- Is familiar with young adult users of the library and establishes good rapport.
- Cooperates with library staff in handling young adult disciplinary procedures.

Technology

- Communicates with young adults and promotes the library and Young Adult Department on social media, including posting on the library's Facebook, TikTok and Instagram pages.
- Cooperates with the Young Adult Librarian in planning and implementing technology related programs for young adults.

Collection

- Assists in the maintenance, selection and weeding of materials for young adults.
- Assists in the processing and promotion of Young Adult materials, periodicals and updating records.

Programming and Publicity

- Cooperates in planning tours, publicizing and presenting programs for young adults including the summer reading program
- Assists with displays and exhibits in the library relevant to young adults

Outreach

- Assists in providing visits to the public and private middle and high schools as needed.
- Acts as a community liaison to organizations serving teens and to homeschooling families.

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Staff Development

- Develops and maintains professional and personal skills by keeping up with current trends in library science with a special attention to youth services.
- Attends Young Adult Round Table sessions when appropriate.
- Serves on the library's internal committees as relevant and attends monthly staff meetings.

Essential Functions

- Exercises sufficient judgement to perform the job.
- Collaborates effectively with the Young Adult Librarian and thrives in a team-focused environment.
- Communicates easily and effectively in group and individual situations using oral and written communication skills.
- Performs the job in a reasonable time and in a manner which achieves reasonable performance and quality standards.
- Possesses excellent computer skills and the ability to learn new applications.
- Exhibits flexibility and willingness to work in a dynamic, busy and changing environment.
- Excels in time management, is punctual and is a visible presence in the Young Adult Department.
- Is available to work evenings and weekends with some variations as needed.
- Maintains a valid driver's license and the ability to travel in-state due to outreach and continuing education meetings.

Organizational Relationships

- Reports to the Head of Youth Services.
- Works closely and communicates effectively with the other Young Adult Librarian.
- Cooperates with other departments with regard to provision of services to all patrons, with special responsibility to young adults.

Qualifications

- Master's degree from an ALA accredited program in Library Science preferred. GSLIS students are encouraged to apply.
- Experience in young adult services preferred.

To Apply

The Newport Public Library is an equal opportunity employer. To apply, please send a letter of interest, resume and three professional references to jobs@newportlibraryri.org. Position will be open until filled.