

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. 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.

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

- Please send a letter of interest, resume and three professional references to jobs@newportlibraryri.org. Position will be open until filled.