

CITY OF EAST PROVIDENCE
EMPLOYMENT OPPORTUNITY



YOUTH SERVICES LIBRARIAN
EPPMTEA UNION AFFILIATION
Pay Grade 37 - \$55,831

The Youth Services Librarian is responsible for providing excellent library service to children, birth through age 12, and sometimes 13-19, and their caregivers. This position is responsible for planning and implementing children's programs, collection development, community outreach, supporting local school curriculum, providing reference and reader advisory services to children and caregivers, and assisting patrons with technology.

Works under the direction of the Youth Services Coordinator. Excellent customer service skills required.

General Responsibilities:

- Plans, organizes, promotes, directs, implements, and evaluates programs and activities (virtual and in person) for children at the library.
- Provides reference and reader advisory services for children, caregivers, teachers, and community organizations; develops and maintains materials and collection for children.
- Provides excellent professional services by assisting patrons with information retrieval, location of materials, use of computers, databases, and all Eservices.
- Works with the Youth Services Coordinator to maintain a welcoming and inviting physical and virtual library environment for children that supports learning and recreational activities.
- Assists, as needed, in the performance of all procedures relating to library services and library organization.
- Participates in ongoing professional development (virtual or in person).
- Works with the Youth Services Coordinator to sustain an active online presence through our website and social media.
- Other duties as required

Minimum Qualifications:

Master's Degree in Library Science from an ALA accredited school with a concentration in Children's Services. At least one year of public youth services library experience is preferred. MLIS/MLS students who will graduate within the next year are encouraged to apply.

Desirable Abilities, Knowledge, and Skills:

Must be able to prioritize and focus in a busy environment while being able to work cooperatively with the public, volunteers, staff, other city departments, and community partners. Excellent customer service and oral/written communication skills. Should have a thorough knowledge of children’s literature and a high level of skill in creating, developing, executing, and evaluating compelling programs for children to inspire young readers. The ability to integrate current and emerging technologies into traditional children’s services, along with marketing skills and grant writing skills, is highly desirable. Must be able to travel between library locations, and to work well with little supervision.

Additional Information:

This is a 35-hour per week position that requires weekday evenings and rotating Saturday hours. The position requires an MLIS/MLS degree within 12 months of start date.

EXAMINATION WEIGHT

Oral 100 %

Please apply online at:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cclId=19000101_000001&type=JS&lang=en_US



Application, cover letter and resume must be submitted no later than Thursday, October 26, 2023, by 4:00 p.m.

At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Posted 10/12/2023