

FULL TIME – LIBRARY TECHNICIAN / YOUNG ADULT

Athol Public Library

SUMMARY

The Library Technician/ Young Adult position of the Athol Public Library is a para-professional position with limited supervision from the Director and Assistant Director. The position involves performing library services in accordance with established principles and policies of library operation, local policies and procedures, and pertinent local, statewide, and national laws, regulations, and practices. The position is responsible for delivering specialized public service, performing cataloging and circulation functions, providing reference services, and for the day-to day- operation of the library.

LEVEL OF RESPONSIBILITY

Serves under the supervision of the Director and Assistant Director and performs regular duties independently in accordance with established policies and procedures. This position requires the ability to exercise judgment, interpret policies, make independent decisions, and oversee confidential patron records. This position may include overseeing completion of assignments of part-time staff and high-school pages and consists of supervising teen volunteers.

MAJOR DUTIES

1. Young Adult Services

- Provides library services specific to young adults and their needs.
- Curates content, including digital resources, for young adult patrons, based on community needs and interests.
- Reviews professional publications for developments in teen library services and evaluates the diverse educational, recreational, and personal needs of the teens in the community.
- Oversees the Teen Space, its patrons, equipment and materials. Maintains welcoming space for teens and assures discipline as needed.
- Maintains effective working relationship with teens, parents, teachers, school librarians, afterschool programs, Friends of the Library, and relevant community groups.
- Instructs library users in the use of the Teen Space and teen specific resources.

2. Programming & Planning

- Plans and implements programming for the young adult community including clubs, book groups, crafts, teen advisory council, film showings, school visits, etc.
- Plans and implements programs and services assessing community need and desires in consultation with other staff.
- Provides input for long – range planning and community relations.

3. Collection Development

- Selects books and related materials for middle-school and high-school age young adult collection.
- Examines review materials and publisher's catalogs.
- Performs periodic inventory and weeding of collection.
- Advises on selections for children's and adult collections.

4. Marketing & Community Outreach

- Prepares flyers, signs, displays, exhibits, bulletin boards, live and recorded videos. Publicizes library acquisitions and programs via relevant digital media.
- Writes press releases and reports as necessary.
- Works with schools and other organizations to promote community outreach, reading, books, and libraries.

5. Computers and Equipment

- Provides instruction and assistance to library patrons of all ages in the use of the computer catalog, Internet, online databases and word processing resources and other computer related questions.
- Assists with maintenance and troubleshooting library computers, computer programs, printers, copiers, fax machine and other audiovisual equipment.
- Supervises use of library equipment and computers by patrons.

6. Circulation, Cataloging, Reference & Public Service

- Provides library services to library users and the general public; meets and assists the public. Performs circulation services in accordance with established procedures.
- Processes library materials for circulation. Repairs library materials as needed.
- Researches and provides authoritative answers to reference questions, maintaining confidentiality of patron's requests.
- Receives incoming library telephone calls, providing answers to routine and more technical questions or directing calls to proper staff.
- Maintains overdue system, sending reminder notices and bills for lost items.

7. Volunteer & Staff

- Oversees completion of assignments by part-time staff and high-school pages.
- Trains and supervises teen volunteers.
- In absence of supervisor the most senior full-time staff member is in charge of the building and Library operation during regular hours.

8. Other

- Prepares the library for opening and closing, performs building security and lock-up procedures, following library policies for personal safety and security.
- Ensures safety of all library patrons.
- Performs janitorial duties when janitor is not available and in emergency situations. This may require cleaning bathrooms, clearing outdoor space and removing trash.
- Attends staff meetings and other library committee meetings, trainings, and workshops.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES NEEDED

- Knowledge of current library theory, policy, procedures, methods, practices and materials.
- Knowledge and competence in using library reference materials and media.
- Knowledge of young adult literature.
- Considerable knowledge of developmental, recreational, and educational needs of young adults.
- Considerable knowledge of complex computer operations including MS Office and database searching.
- Good verbal and written skills to ensure effective communication with public and the staff.
- Ability to establish and maintain effective working relationships with library patrons of all ages, including teens and their families, employees, and various outside agencies.
- Ability to accomplish or arrange for the accomplishment of physical tasks, including lifting and bending.
- Ability to maintain confidentiality of library records and requests.
- Some mechanical ability and or willingness to learn techniques for operating audiovisual and other electronic equipment and computers.
- Proficient skill in typing, filing, use of automated circulation system, the Internet, and computer operation. Knowledge or willingness to learn about computer reference software, design software, and other library-related programs.
- Good decision-making and interpersonal skills and the ability to think and respond quickly.
- A temperament that is flexible, courteous, and tactful, capable of performing a variety of duties with good judgement and initiative, and capable of dealing appropriately with a wide spectrum of people in an atmosphere of sometimes noisy activity.

MINIMUM REQUIREMENTS

- Bachelors degree, or graduation from high school supplemented by college coursework and appropriate experience, or any combination of education and experience demonstrating the relevant knowledge, skills, and abilities equal to a Bachelors.
- Two years full time library experience.

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