

**Young Adult Librarian
(Part-Time – 18 hours)**

The Town of Dracut seeks qualified applicants to serve as a part-time Young Adult Librarian. Duties include developing a comprehensive program that encourages young teens to be active library users. The position is 18 hours per week. Salary range is \$15.09 - \$21.47 p/hr. The Town of Dracut requires a physical exam, drug screen and CORI check post-offer. A complete job description and employment application can be obtained at www.dracutma.gov/human-resources Qualified individuals should send a completed application, resume and cover letter to Christine Lindberg, Director of Human Resources, 62 Arlington St., Dracut, MA 01826 clindberg@dracutma.gov EOE/AA



Young Adult Librarian (18 hrs. p/wk)

Job Title: Young Adult Librarian
Department: Moses Greeley Parker Memorial Library
Supervisor: Library Director
Union Status: Union
Salary: \$15.09 - \$21.47 p/hr
Grade 4
FLSA: Non-Exempt

DEFINITION:

A professional part-time position requiring, a background in young adult services, knowledge of print and non-print materials pertinent to this age group and the ability to interact with seventh grade students and up. This part-time position will be for an average of 18 hours a week with no benefits and will include hour's compatible with student hours, late afternoons, evenings, and Saturdays. (Library is closed on Saturdays during the summer.)

ESSENTIAL FUNCTION:

The essential functions or duties listed below are illustrations of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

DUTIES & RESPONSIBILITIES:

Develop a comprehensive program that encourages young teens to be active library users. Work with the Children's Librarian to insure a smooth transition from Children's services.

Collection Development: review professional journals and other sources to select appropriate Young Adult Print and non-print materials.

Programming: Responsible for developing advertising, implementing and supervising after school and vacation programs for young teens.

Interaction with the Junior and Senior High Schools is necessary.

Perform and supervise daily activities and operations of the Library including but not limited to those directly relating to this one area.

Displays, summer reading incentives, special programs and activities for this age group will be the responsibility of this person.

QUALIFICATIONS:

Bachelor's Degree; Master's Degree in library science or secondary education preferred; two years of professional library experience; three years of experience working with young adults in school or library environment; or an equivalent combination of education and experience.

PHYSICAL REQUIREMENTS:

- Ability to operate and view a computer screen. Depth, color, peripheral and distance vision routinely required. Regular lifting of up to 20 pounds.
- Manual use of telephone, copying and facsimile machines, calculator and other computer hardware.
- Ability to hear, speak walk, sit, bend, reach, grasp with occasional need to climb, balance, stoop, kneel or crouch.
- Often required to push or pull book trucks weighing up to 150 pounds. May be required to stand or sit for consecutive hours at a time.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The Library Director on an as needed basis may assign duties other than those listed.

The Town of Dracut requires a physical examination, drug screen and CORI check post offer.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.