



Job Responsibilities

Position: Youth & Outreach Services Librarian

Department: Youth and Family Services

FLSA Classification: Exempt

Reports To: Youth and Family Services Manager

Supervises: Assigned staff

Created Date: 3/2/17

Summary of Responsibility

Youth & Outreach Services Librarian is responsible for programming, collection development, reference, reader's advisory, and outreach for children and families from Birth through age 12; more specifically:

The Youth & Outreach Services Librarian works closely with the Youth and Family Services Manager and the Director of Youth and Family Services to plan and implement strategies for improving delivery of youth services throughout the library system; assists in the ordering and promotion of children's materials (print and media) for the library system; participates in delivery, promotion, and evaluation of youth programs; creates and conducts tours and bibliographic instruction for children and their caregivers and teachers through our Boundless partnership with Hartford City Schools; works with and provides outreach to youth-serving city agencies, schools, and organizations; and assists in writing and implementing grants.

Essential Functions

Title and Description	Weight
Strategy Working closely with the Director of Youth and Family Services and the Children's Manager, plan and implement strategies for improving delivery of youth services throughout the library system.	0 %
Materials Assists in the ordering and promotion of children's materials (print and media) for the library system.	0 %
Program delivery Participates in delivery, promotion and evaluation of youth programs.	0 %
Boundless Partnership Creates and conducts tours and bibliographic instruction for children and their caregivers and teachers through out Boundless partnership with Hartford Public Schools.	0 %
Outreach Works with and provides outreach to youth-serving city agencies, schools, and organizations; and assists in writing and implementing grants.	0 %

Secondary Functions

Title and Definition	Weight
<p>Activities Participates in community activities and maintains contacts with local officials, organizations and library customers in order to interpret the services and objectives of the library.</p>	0 %
<p>Collaborate Develop collaborations with public schools, community agencies, organizations, and institutions that work to create successful youth and families.</p>	0 %
<p>Communication Maintains open communication with all staff.</p>	0 %
<p>Communication Utilizes computer application and library equipment, maintains current knowledge of system wide and location specific procedures, processes, policies and operations. Utilizes e-mail and voicemail to maintain open channels of communication.</p>	0 %

Other duties as assigned.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

Core Competencies

Title and Definition	Weight
<p>Commitment Challenges her/himself by taking on and solving critical business problems. Serves as a positive role model. Responds positively to organizational change. Transmits the HPL culture to colleagues and others throughout the organization. Helps others advance. Expects that obstacles will occur and refuses to use them as an excuse for not achieving results. Works independently, meeting reasonable deadlines, and accepting responsibility for his or her actions.</p>	25 %
<p>Community Clarifies overarching client needs to his/her team. Manages to both internal and external clients. Approaches each customer issue/problem as an opportunity to build further customer loyalty. Fosters and maintains strong community relationships.</p>	25 %
<p>Future Motivates others to translate new ideas and actions into results. Promotes innovation and is open to new ideas. Supports and manages change while remaining resilient.</p>	25 %
<p>Relationship Building Knows and effectively communicates the organization's mission, vision and values. Solicits feedback from his/her team. Provides ongoing coaching and feedback to his/her team members. Demonstrates the value of diversity and inclusion. When conflict arises, successfully navigates the conversation to find solutions acceptable to all parties. Shares</p>	25 %

wins and successes. Defines success in terms of the whole team. Can be relied upon to follow through on commitments and promises.

Other Requirements

Title and Definition

Weight

Qualifications and Competencies

Early Childhood Education

Education

Library Science

Education Requirements

Degree / Diploma Obtained

Field of Study

Masters

Library Science

Additional Education Requirements:

from an ALA accredited institution.

Physical Demands

Additional Info

Ability to continuously bend, twist, stoop, reach and pull.

Ability to keep composure in everyday, potentially stressful situations.

Ability to meet a flexible work schedule, including evenings and weekends.

Able to walk, sit and stand for extended periods of time.

Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Lifting of moderate to heavy weight material up to 50 lbs.

Experience Requirements

Years of Experience

Type of Experience

Three to five years of relevant experience.

Employee Statement of Understanding

I have read and understand the contents of this job description, and agree to abide by Hartford Public Library's policies, procedures and practices.

X _____ Date _____