

JOB DESCRIPTION

Assistant Youth Services Librarian

General Statement: Assistant Youth Services Librarian supports Hartford Public Library's mission & core values and provides effective access to resources, information and ideas.

Job Classification: G-4 (Union) **Schedule:** Day, evening, & weekend hours.

Supervisor: Associate Librarian for Youth Services

Supervised Staff: None

Essential Job Functions:

Provide quality service by assisting customers in use of library resources.

Plan and implement activities and programs for children and families.

Participate in collection development.

Provide outreach to schools and organizations serving families and children.

Participate on committees, including neighborhood teams.

Supervise branch staff in absence of assistant community librarian or cluster coordinator.

Perform other duties as assigned.

Minimum Qualifications:

Demonstrated commitment to customer service.

Ability to relate to children, teens, and families in a diverse environment.

Excellent interpersonal and communication skills.

Demonstrated ability to initiate, organize, and set priorities in team environment as well as work independently within the parameters of library's priorities.

Operate computers and relevant software.

Ability to establish and maintain effective working relationships with customers, staff, and community groups.

Minimum Requirements:

Bachelor's degree in related discipline, or an equivalent combination of education, training, and experience.

Minimum one year experience working with youth and families.

Valid CT driver's license.