

Hartford Public Library Job Description

Assistant Youth Services Librarian (full time) Hartford Public Library seeks dedicated and flexible individual for Youth Services Department. The Assistant Youth Services Librarian supports Hartford Public Library's mission & core values and provides effective access to resources, information and ideas for Youth. This position ensures the highest level of service is provided by staff to all customers. Full requirements, job description and application are available online at <http://hplct.org/about/job-openings> or Administrative Office, Hartford Public Library, 500 Main Street, Hartford, CT 06103. **Applications accepted until filled.**

Full requirements, job description and application are available online at <http://hplct.org/about/job-openings> or Administrative Office, Hartford Public Library, 500 Main Street, Hartford, CT 06103. **A completed signed application must be received in order to be considered for this position.**
Position open until filled.

Hartford Public Library requires a Criminal Background Check and Pre-employment Drug Testing on applicants who are selected as a finalist for the position. Applicants will be provided a copy of any positive drug test results. A criminal record does not necessarily eliminate you from employment with Hartford Public Library. Each conviction will be reviewed with respect to the offense, circumstances, seriousness and the position for which you apply. **E.O.E.**

Essential 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.
- Ensures safe conditions for staff, public, and building operation. Takes appropriate action in building emergencies.
- Keeps informed of current trends, improved programs and processes to better meet the needs of the community.
- Provides welcoming customer service to all customers.
- Positively reflects Hartford Public Library's mission, vision, and values to staff and the public.

Other Functions:

- Supervise branch staff in absence of branch manager or senior branch manager.
- Performs related duties as required.

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.

QUALIFICATIONS AND COMPETENCIES:

- Bachelor's Degree in related discipline, or an equivalent combination of education, training, and experience is required
- Minimum one year experience working with youth and families is required.
- Ability to relate to children, teens, and families in a diverse environment.

- Strong commitment to working within a team environment is required.
- Solid written and verbal communication, listening, organization and priority setting skills.
- Strong public relations skills.
- Solid working knowledge of all MS Office suite software is required.
- Ability to design, develop, and proofread written and visual materials
- Ability to provide welcoming and effective customer service.
- Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, co-workers, management personnel, and the public.
- Ability to work independently.
- Ability to work in a fast-paced environment and juggle multiple priorities.
- Ability to think quickly, assess a situation and make a sound decision.
- Ability to work a varied schedule inclusive of evenings and weekends.
- Ability to create clear and concise reports, and to deliver them orally to a wide variety of audiences.
- Ability to deal effectively with elected officials, and other public constituencies.
- Valid driver's license is required.

Mental and physical requirements:

The Physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform continuous bending, twisting, stooping, reaching, pulling of a cart, and lifting of moderate to heavy weight material up to 50 lbs.
- Must be able to walk, sit and stand for extended periods during the shift.
- Vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Ability to keep his/her composure with the public and co-workers in everyday, potentially stressful situations.