



**Job Title:** Young Adult Librarian.

**Department:** Library

**Hours:** 30 hours per week for a total of 20 weeks, including evenings and weekends.

**Salary:** \$25 per hour. This is a Grant Funded Position. Nonunion.

### **THE CITY OF REVERE:**

The City of Revere is a thriving, fast growing, and vibrant City. Revere has become one of the most desirable cities in the region to both live and work. The City of Revere envisions a municipality that fosters a more welcoming, nurturing, and inclusive government that invests in staff success and development. The City of Revere envisions a municipality that is governed for and by its people, by building and maintaining representation reflective of our community at all levels within the organization. Representation will encompass diversity in culture, thought, experiences, abilities, gender, sexual orientation, age, socio-economic status, veterans' status, etc. Due to its distinctiveness, the City of Revere is a wonderful place to work, with great benefits, salaries, incentives, and most importantly, the opportunity to serve its residents and grow professionally in the fascinating world of public service. Creating and sustaining a culture in City Hall to ensure that residents across the city feel the government is more responsive to their needs and concerns, is an entity that they can trust, and are accountable to all is critically necessary.

### **JOB SUMMARY:**

The main job opportunity is to manage all Young Adult-related services with an emphasis on collection development and programming. This is a grant funded position with the potential to become permanent full time. Our library has never had a Young Adult Librarian, so this is an opportunity for someone who is an energetic self-starter and has the experience it takes to create a new set of services from the ground up. The successful candidate will be able to professionally and administratively, plan and manage all Young Adult-related services. The initial goal is to host events 3 days a week focused on encouraging reading and library use.

### **ESSENTIAL FUNCTIONS:**

The essential functions or duties listed below are intended as illustrations of the several 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, related, or logically assigned to the position.

- Assumes responsibility for providing direct services to our young adult patrons.
- Creates and participates in a network of contacts with the public, schools, other libraries, social service agencies, and the youth Services Department to further the services offered to our young adult patrons.
- Plans, organizes, and conducts a wide variety of programs and activities to encourage reading and the ongoing use of library facilities and services by middle school and high school students.

- Creates collection development and acquisition policies in support of Young Adult Services with a focus on diversity and inclusion.
- Evaluates the Collection on a regular basis, discarding outdated materials and updating as needed.
- Provides reader advisory services appropriate to young adults and assists in the use of all the library's resources for schoolwork, recreation, and other needs.
- Performs general reference work.
- Supervises use of Young Adult room.
- Working with the Outreach Librarian, publicizes the Library's Young Adult services through newspapers, posters, etc.
- Performs other related duties as required

#### **SUPERVISION RECEIVED:**

The Librarian works independently and receives general instruction and guidance from the Library Director. This person should seek clarification for only the most complex or non-routine tasks.

#### **REQUIREMENTS AND SKILLS SET:**

- Master's Degree in Library & Information Science from an ALA accredited college or university, plus some experience on public professional library experience working directly with a young adult population.
- Able to recognize and set priorities, to use initiative and independent judgment, and to know when to seek the advice of others.
- Knowledgeable on how to identify and translate young adult needs and interests into effective library services and programs.
- Knowledgeable of developmental, recreational, and educational needs of young adults.
- Ability to stay up to date with current trends in library services for young adults.
- Available to work evenings and weekends (schedule is open to discussion)
- Ability to communicate effectively with others, orally and in writing including through email.
- Able to establish and maintain effective working relationships with co-workers, patrons, community organizations, and other stakeholders.
- Commitment to continuous learning and staying current with emerging technologies, including digital media.
- Preferred multi-lingual.
- Revere residency strongly preferred.

#### **WORK ENVIRONMENT**

Work is performed primarily in office conditions during regular business hours, including some nights and weekends. Daily interaction with the public in-person, by phone and or email communications as required. Communication with the public requires considerable patience, courtesy, and discretion in an impartial manner. Work sometimes involves dealing with difficult people in high pressure and/or conflict situations. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. The successful candidate will be a visible presence in the library and the community.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates are encouraged to submit their applications via the City's [Online Application Portal](#). Please submit a resume and cover letter with your application. If you have any questions, feel free to contact us at: [jobs@revere.org](mailto:jobs@revere.org)