



## Youth Services Librarian

The Hudson Public Library has proudly served Hudson residents and neighboring communities since 1867. Our current location at Wood Square originally opened to the public in November 1905 and is approximately 15,000 square feet. Our team seeks to recruit a *Full-Time Youth Services Librarian* who is passionate about library services for youths from birth through high school and is highly interested in engaging with our diverse community of approximately 20,000 residents.

### **Definition**

This position serves to effectively and efficiently perform library administrative and supervisory functions of a professional, complex, and confidential nature in the areas of youth services (birth-high school); all other work as required.

### **Supervision**

Work under the general direction of the Library Director and under the policies established by the Board of Library Trustees. Refers unusual situations to the Library Director and Assistant Library Director.

Assist directly with the recruitment, orientation, training, supervision, evaluation, scheduling, and assignments for all library staff, volunteers, and interns within the Youth Services Department.

Serve as the person in charge in absence of the Library Director and Assistant Library Director as needed.

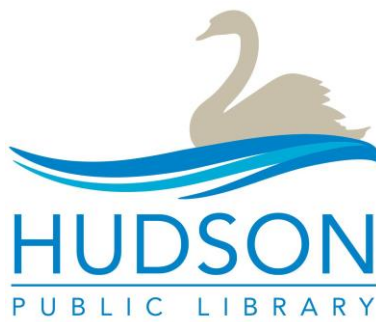
This position is subject to review and evaluation according to the Town's personnel plan.

### **Essential Duties & Responsibilities**

The Youth Services Librarian is responsible for managing all aspects of the Youth Services Department, including public service operations, collection management, reference and technology assistance, reader's advisory, programs, events, publicity, community outreach, grants, and statistics.

Essential responsibilities include:

1. Establish departmental goals and priorities; evaluate results achieved.
2. Develop, implement, and review policies, procedures, and operations that provide optimal access and enhance youth services collections and resources.
3. Provide budget recommendations for youth services programs, collections, and technology.
4. Monitor, prepare, and report monthly and annual statistics for all youth services programs and outreach.
5. Lead monthly programs including storytimes, book club, craft activities, etc.
6. Collaborate with staff to develop themes and implement programs and activities for events such as Summer Experience and One Book, One Hudson.
7. Host monthly Teen Advisory Board (TAB) meetings.
8. Provide user instruction, workshops, and access to library materials and technology.
9. Host library tours.
10. Coordinate library material displays.
11. Contribute to library communications and social media.
12. Maintain areas in the Youth Services Department.



13. Schedule and facilitate regular staff meetings and communication.
14. Provide public service desk coverage.
15. Serve as the liaison between the library and library vendors as needed.
16. Attend and actively participate in library and local network meetings as required or appropriate.
17. Review professional collection development journals and publications.

### **Job Environment**

Perform work under typical office and library conditions; the noise level and interruptions range from low to high. Library hours require scheduled evenings and weekend work.

Proficiently and effectively operate and maintain library technology and equipment.

Experience regular contact with the general public, local schools, library staff, and community members.

Access library patron information that requires appropriate judgment, discretion, and professional office protocols.

Errors may result in a delay or loss of library service, poor public relations, and monetary loss.

### **Required Minimum Qualifications**

#### Education and Experience

MLS/MLIS from an ALA-accredited institution with more than three years of progressive library experience, experience working with or assisting youths, caregivers, and educators, or any equivalent combination of education and experience.

#### Knowledge, Ability, and Skill

**Knowledge:** General knowledge of the principles and practices of library work. Knowledge of youth services, programs, literature, resources, and technology. Maintain a working knowledge of automated, integrated library system functions.

**Ability:** Exercise independent judgment and initiative to support department operations, supervise staff, and perform duties. Plan, organize, and prioritize assignments or projects; develop effective work processes; work independently and accurately; collaborate in decision-making. Interact effectively, tactfully, and courteously to maintain favorable public and staff relations. Engage in professional development and keep current with library trends. Adapt to evolving technologies and services.

**Skill:** Excellent customer service skills; community engagement and outreach; library technology and equipment; attention to detail; multi-tasking; organization; and effective oral and written communications. Proficiency in Portuguese or Spanish is beneficial.

### **Physical Requirements**

This position is primarily intellectual; however, it requires various physical capabilities. While performing the duties of this position, the use of gross and fine motor skills to sit, stand, reach, bend, push, carry, lift, shift, and handle various objects, tools, or controls is required. Occasionally, the employee must lift and move approximately 35 pounds. Must recognize and hear normal sounds, distinguish sound as voice patterns, and communicate through human speech. Specific vision abilities required by this job include close vision and adjusting focus.



The employee is subject to a physical examination and a Criminal Offenders Record Inquiry (CORI) before and during employment.

**Job Title:** Youth Services Librarian  
**Location:** 3 Washington Street, Hudson, MA 01749  
**Salary:** \$46,907 - \$61,733 in eight steps  
**Job Type:** Full-time (37.5 hours per week), union benefits, AA/EOE

**How to Apply**

Qualified candidates will email a Town of Hudson employment application (<https://bit.ly/toh-employment>), cover letter, resume, and a copy of graduate degree transcript to Fernanda Santos at [fsantos@townofhudson.org](mailto:fsantos@townofhudson.org).

This position is open until filled.