

# Medford

Medford City Hall  
85 George P. Hassett Drive  
Human Resources Department, Room 204  
HR: 781-475-5640 - Fax: 781-393-9489

<b><u>POSITION:</u></b>	<b>PT Teen Librarian</b>	<b>Edited 7/25/24</b> <b>Posted 7/29/24</b>
<b><u>DEPARTMENT:</u></b>	Library	
<b><u>HOURS OF WORK:</u></b>	19/Hrs. per Week	
<b><u>SALARY:</u></b>	<b>Non-Union (\$19/hr) – No benefits</b>	

Reports to Head of Youth Services. Afternoons preferred, as well as some evenings and Saturdays. MLIS, degree in process, or suitable library experience.

## **RESPONSIBILITIES:**

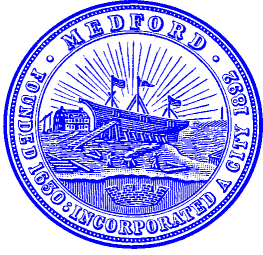
- Staffs the Teen Desk
- Staffs the Youth Services Desk as necessary.
- Provides Youth Services circulation services.
- Provides tween/teen reference and reader's advisory services
- Assists with daily interlibrary loan processes.
- Maintains awareness of trends in youth services and of issues affecting youth.
- Other duties as required.

## **Minimum qualifications**

- Bachelor's Degree.
- Paraprofessional experience in a public library setting will also be considered.
- Must have a good knowledge of children's programming and awareness of trends in youth services.
- Must enjoy working with children, teens, and families and have a passion for children's literature.

## **Preferred qualifications**

- Master of Library Science degree or in process from an ALA accredited college or university.



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- Experience as a youth librarian is essential.

## **Special working conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed in a busy library environment with frequent interruptions. Work may include sitting or standing at a counter for extended periods of time. The employee may be required to move full and empty book carts, shelve and retrieve library materials and office supplies from high and low settings. Employees are frequently required to bend, reach, and move throughout the library. The employee must occasionally lift and/or move up to 40 pounds. Sufficient vision or other powers of observation are essential to permit the employee to read, sort and shelve library materials and maintain patron and cataloging records.

**ADDRESS ALL COVER LETTERS AND RESUMES TO  
Human Resources Department  
City of Medford – Room 204  
85 George P. Hassett Drive  
Medford, MA 02155**

**Or send cover letter and resume with the job title in the subject line to  
[jobs@medford-ma.gov](mailto:jobs@medford-ma.gov)**

**For the posting, please visit the City of Medford's website – [www.medfordma.org](http://www.medfordma.org)**

**The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.**