



Medford

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

POSITION: **PT Children's Librarian** **Edited: 7/52/24**
Posted: 7/29/24

DEPARTMENT: Library

HOURS OF WORK: 19/Hrs. per Week (2 Openings)

SALARY: **Non-Union (\$19/hr) – No benefits**

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

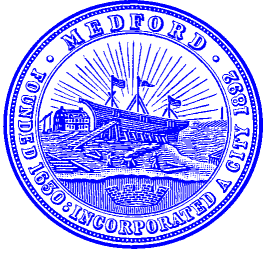
RESPONSIBILITIES:

- Staffs the Youth Services desk.
- Staffs the Teen Desk as necessary.
- Provides Youth Services circulation services.
- Provides children's 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 or paraprofessional experience with Children
- 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:



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- Master of Library Science degree or in process from an ALA accredited college or university.
- Experience as a youth librarian

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 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**

For the posting, please visit the City of Medford's website – 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.