

Teen/Adult Services Librarian

Are you an energetic, team-oriented librarian with a passion for working with teens? The E.C. Scranton Memorial Library is looking for you! We seek a forward-thinking, dynamic librarian to join our Adult Services Department as we prepare for an exciting chapter in the library's long history.

The Scranton Library recently finished a complete renovation and expansion project, updating our historic facility with the latest in technology. The library is located in Madison's picturesque town center less than a mile from East Wharf beach and just steps from coffeeshops, restaurants, shops, and more.

The successful candidate for this position will have outstanding customer service skills, strong oral and written communication and interpersonal skills, enthusiasm for teenagers and outreach, along with the ability to work collaboratively. Flexibility and the ability to thrive in a constantly evolving work environment is also essential.

Essential Job Functions:

- Provide reference services and technology assistance at the Information Desks as part of the Adult Services team.
- Develop and maintain the Teen collection, including selection of materials, cataloging, and weeding.
- Solicit community feedback to identify the educational and recreational needs of local teens and work to implement library programs, resources, and services to fulfill those needs.
- Responsible for planning, publicizing, and implementing library programs for teens as well as collaborating with the Children and Adult Programming Librarians to provide multi-age, library-wide programs.
- In coordination with the Head of Children's Services maintain existing partnerships with local youth serving organizations, such as Madison Youth & Family Services, local schools, and community groups.
- Participate in outreach activities.

Qualifications:

- Master's degree in library science from an ALA-accredited institution (students nearing completion encouraged to apply).
- Proven track record of outstanding customer service to a wide range of ages and abilities.
- Currency and fluency with innovation and technology trends in public libraries; experience with current video game platforms and virtual reality is a plus.
- Proficiency in wide variety of software and hardware, including MS Word, Excel, and PowerPoint, and Apple products.
- Proficiency with use of e-reader devices and downloading of e-books, e-magazines, and streaming media.
- Proficiency with mobile devices used in the library, including tablets and smartphones.
- Proficiency with communications tools such as Constant Contact, Canva, and current social media outlets.
- Outstanding written and verbal communication skills and a commitment to teamwork.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Duties require moving throughout the building to access collections, lead programs and meetings, and operate office equipment.
- Duties require ability to express and exchange ideas by means of the spoken word and to perceive the nature of sounds at normal speaking levels, with or without correction.
- Duties require close visual acuity for extensive reading and viewing a computer terminal.
- Duties require extended periods of standing, walking, and sitting.
- Duties require occasional periods of pulling/pushing items, lifting/carrying items up to twenty pounds, bending, stooping, and fine manipulation skills.

Hours:

35 hours per week including one evening a week and approximately one Saturday a month.

Benefits & Compensation

- Annual salary is \$52,780, paid biweekly.
- 36 days of annual paid time off includes holidays, vacation, personal, and sick time.
- Medical and dental insurance, short- and long-term disability, and life insurance.
- 401k retirement plan.
- Benefits prorated based on start date.

Reports to: Head of Reference

Employment Status: Full-time exempt

To apply: Send a meaningful cover letter, resume, and contact information for three references to scrantonlibraryhr@scrantonlibrary.org on or before Thursday, September 15th.

Disclaimer: *Nothing in this job description restricts the E.C. Scranton Memorial Library's right to assign or reassign duties and responsibilities to this job at any time. This description reflects the E.C. Scranton Memorial Library's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.*

The E.C. Scranton Memorial Library is an equal opportunity employer and does not discriminate as to age, race, color, creed, marital status, national origin, sexual orientation, disability, or other protected status under state and federal laws.