

Children's Librarian

Somerset Public Library
1464 County Street
Somerset, MA 02726
<http://www.somersetpubliclibrary.org/>

Description:

This position is primarily responsible for the operation of library services provided to children and young adults (ages 0 to 17). Duties include creating ongoing and special programming; managing the development, selection, inventory and weeding of books and other materials; providing readers' advisory; offering reference and research services; providing library information and promotions through social media, the library's website, and other avenues; organizing summer reading services; attending meetings and workshops; writing grants in conjunction with the director; providing youth services statistics to the director; and providing outreach services with schools and other organizations.

In addition to the above responsibilities, this person will also work with the library director to find and create ongoing and special programming for adults, cover the Reference Desk on alternating Saturdays in conjunction with other library staff, and provide staff support in other areas of the library as needed.

Qualifications:

Master's Degree in Library Science from an ALA-accredited school is required; a minimum of three to five (3-5) years' experience, preferably in a municipal library setting or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Ability to work independently with a high degree of accuracy; ability to use a variety of computer software programs (MS Office, Google Products, etc.) as well as print and electronic resources. Proficient interpersonal, customer service and community outreach skills to interact with patrons of all ages; proficient oral and written communication skills; excellent organizational skills.

Salary:

\$842 - \$1,199 per week in nine steps. 35 hour work week. This is a benefited position.

Instructions:

Please complete an [employment application](#) and email with your resume, cover letter and list of three professional references to:

pramos@town.somerset.ma.us

or mail to:

Paula Ramos
Town Administrator's Office
140 Wood St. Room 23
Somerset, MA 02726