



THE CITY OF EAST ORANGE

Job Posting

Job Title:	TEEN LIBRARIAN	Job Category:	Classified
Department/Group:	East Orange Public Library	Job Code	07569
Location:	East Orange Public Library	Travel Req'd	LOCAL
Level/Salary Range:	\$47,228.04 - \$61,725.30	Position Type:	Full Time
HR Contact:	Shatera Smith	Posting Period	8/10/2016 – 8/24/2016

Applications Accepted By:

Fax or E-mail:

973-675-6128

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Attention: TEEN LIBRARIAN

Mail:

Carolyn Reed , Director
 East Orange Public Library
 21 S. Arlington Ave.
 East Orange, NJ 07018

Job Description

Role and Responsibilities

As a member of the Adult Services Department, you will design, conduct, implement and evaluate ongoing programs and activities for teens, which include working with schools, civic and community groups. You are expected to be technology savvy and keep up-to-date with popular culture, technological advances and social media that interest young adults. In addition, you will be working on special projects and other duties as assigned by the Head of Adult Services.

Qualifications and Education Requirements

A Master's degree in Library or Information Sciences from an American Library Association accredited program with some reference and/or youth services experience. Knowledge of programming for children and adults.

Preferred Skills

- Design, conduct, implement and evaluate ongoing programs and activities for teens.
- Ability to forge partnerships with all elements of the community.
- Provide reference services, outreach and readers' advisory to the general public.
- Assists teens in finding desired information or resources and furnishes information on library activities, facilities and services.
- May be required to complete cross-training in one or more specialized areas; and to perform the work in Children's Services, Technical Services and/or Reference Services.
- Provides reader services responsive to user needs such as compiling bibliographies and reading lists.
- Provides research services, answering reference questions and explaining the use and availability of reference sources in all appropriate formats.
- Knowledge of theories, objectives, principles, and techniques of librarianship.
- Knowledge of popular culture, technological advances and social media that interest young adults.
- Ability to communicate effectively and share knowledge with others using oral, written and electronic communication skills.