



## TOWNSHIP OF ABINGTON

### Employment Opportunity Posting

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# INTERNAL and EXTERNAL POSTING

<b>DATE</b>	April 30, 2024
<b>POSITION</b>	Youth Services Librarian
<b>DEPARTMENT</b>	Abington Township Public Library
<b>SALARY</b>	\$50,000.00
<b>JOB DESCRIPTION</b>	See attached
<b>DEADLINE</b>	May 20, 2024 by the close of business 5:00pm

Applications are available online at [www.abingtonpa.gov](http://www.abingtonpa.gov) . Completed applications must be submitted by the application deadline, and no later than 5:00 PM, For additional information contact Elizabeth Fitzgerald, Library Director at 215-885-5180. Abington Township is an Equal Opportunity Employer.



## TOWNSHIP OF ABINGTON



Abington Township  
Public Library

### Job Description

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Department: Library - Children's Department

Position: Youth Services Librarian

Classification: Full-time - FLSA - Exempt

Reports to: Head, Children's Services

Supervises: None

**Purpose:** The Youth Services Librarian performs professional work in the Children's department of the Abington Township Public Library. This position provides library services to children and parents allowing the Abington Township Public Library to provide residents and library patrons quality service while complying with the ordinances and other laws of the Township and Commonwealth of Pennsylvania. All work is complete in accordance with township ordinances, policies, procedures, practices and other laws of the Township and Commonwealth of Pennsylvania. Assignments and technical supervision are performed under the regular supervision of the Head of Children's Services.

**Tasks:** Provides children's services: Responds to questions, assists patrons, assists with collection development, maintains files and records, creates and offer library programs; Provides reader's advisory services, reference assistance, and catalog, Internet, eResources instruction to library patrons of all ages; Assists department head with material selection, collection development, and maintenance of children's collection; Prepares and conducts story times and programs for various age groups; Contacts local schools to schedule library visits; Participates in outreach, connecting with and maintaining relationships with community partners and Township departments; Supervises Children's Department staff, volunteers and activities as needed in absence of the department head; Reads professional journal reviews and orders material for assigned area(s) of children's collection; Keeps abreast of current trends and issues pertaining to libraries and children's services; Attends professional conferences and workshops; participates in webinars; Evaluates materials for mending, replacement or withdrawal orders replacement materials as needed; Evaluates gift materials; Posses comprehensive knowledge of reader interest levels as well as thorough knowledge of books, authors, periodicals, reference media, library media and electronic resources; Assigns call numbers to new library materials; Tracks and orders materials used for Children's Department displays; Creates and updates book lists; Supervises page on duty and oversees closing procedures; Performs other related tasks as required.

Interacts with residents, employees, and outside representatives in person and/or by phone, answering questions and obtaining information. Interacts with Township officials in a courteous and professional manner at all times; operates office equipment; other related duties as necessary to support the function of the Library.

**Job Standards (Minimum qualifications needed to perform essential functions):** Ability to understand instructions; organize and prioritize workload efficiently and effectively; handle personal and confidential information tactfully; communicate orally and in writing. Employee must be able to pass a FBI, DHS Childline and PA State Police Criminal Background Checks and drug test.



## Job Description

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This is light work requiring the exertion of up to 20 pounds of force occasionally; and up to 10 pounds of force and a negligible amount of force constantly to move objects; work requires sitting, reaching at waist level, and performing fine manipulation frequently; standing, walking, lifting, bending, crouching, kneeling, reaching at all levels occasionally; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinction in sound frequently; visual acuity (near vision frequently; mid and far vision, depth perception, color perception, and field of vision occasionally) for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities frequently; the worker is not subject to adverse environmental conditions. All work performed is to be mistake free and all interpersonal interactions with employees and the public is to be positive, collaborative, respectful and courteous.

Employee may be asked to perform other duties provided those duties are not illegal or injurious to the employee's health; employee will be evaluated in part based upon performance of the tasks listed in this job description and at a minimum, to the standards within this job description. Management has the right to revise this job description at any time. This job description does not list all the duties of the job. Management may ask the employee to perform other job-related duties.

**Required Skills, Knowledge and Abilities:** Employee performs tasks under the regular supervision of the Head, Children's Librarian. Education equivalent to the completion a Master's program in Library Science from an ALA accredited library school; general knowledge of basic library procedures, methods and techniques; Experience presenting children's programming; General ability to work well with children; Knowledge of office procedures and records maintenance techniques; Ability to exercise initiative and independent judgement; Skill in the use of library equipment, materials and resources; Ability to establish and maintain effective working relationships with library patrons and associates. Employee must have the ability to understand and follow written instructions. Employer reserves the right to direct the employee, provided the direction is not illegal or injurious to the health of the employee. The Township has the right to revise this job description at any time.

The employee is expected to demonstrate the following competencies; Organizational Competencies: growth focused by recognizing and adapting to changes afforded by new technology and changing demographics of the community, possesses an appreciation for sustained and continual learning; innovation by being able to manage change, understands creative processes, introduces new ideas and solutions, is comfortable with risk taking; community focused by being dedicated to meeting the expectations and requirements of internal and external patrons, serves the community with enthusiasm, thoroughness and hospitality with unsurpassed service; integrity by serving the needs and demands of the community with commitment, integrity and excellence while supporting the concept of intellectual freedom; quality by delivering high-quality service and information, strives to hold high standards expected by patrons, pays attention to detail. Position Competencies: communication skills by organizing and presenting ideas and information in a professional, clear, concise manner, written or verbally; edit work for spelling and grammar;



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customer service by managing difficult or emotional customer situations; respond promptly to customer needs; solicit feedback to improve service; respond to requests for service and assistance; meet commitment; dependability by following instructions; responding to management direction; taking responsibility for own actions; keeping commitments; committing to time when needed to reach goals; completing task in a timely manner or notifies individual with an alternate plan; initiative that demonstrates willingness to perform needed tasks without being directed; is willing to learn new skills and enhance products and services; interpersonal skills by maintaining confidentiality; remain open to others' ideas and tries new things; speak clearly and persuasively in positive or negative situations; listens and solicits clarification; respond well to questions; demonstrates group presentation skills; participate in meetings; write clearly and informatively; vary writing style to meet needs; problem solve by identifying and resolving problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem solving situations; use reason even when dealing with emotional topics; quality by paying attention to detail; generate work that is up to expected standards of performance, and is accurate, neat, orderly, complete and reliable; adaptability by adapting to a variety of job responsibilities, schedules and work effectively while changing priorities.

**Education and Experience:** Any combination of education and experience that results in employee achieving the functions of the job satisfactorily, with, as a minimum the equivalent of completing a Master's program in Library Sciences from an ALA accredited library school.

**Job Location (Place[s] where work is performed):** The Abington Township Public Library.

**Equipment (Examples of machines, devices, tools, etc., used in job performance):** Computer; telephone; calculator; facsimile machine; scanner; printer and copier.