



Town of Rowley

Massachusetts 01969

PERSONNEL ADVISORY COMMITTEE
PERSONNEL DEPARTMENT
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Rowley, MA 01969

PERSONNEL OFFICER
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JOB VACANCY NOTICE

LIBRARY ASSISTANT FOR YOUTH SERVICES

Library Department
Town of Rowley

The Rowley Public Library is seeking a part-time Assistant for Youth Services. This position reports to the Library Director, Assistant Director and Youth Services Librarian and provides assistance in all areas of service to children and young adults.

Examples of Duties:

- Contributes to the development, implementation, and promotion of children's, teens and family programs and special events, including the annual summer reading program, weekly story times, book clubs, movies, gaming gatherings, and others as assigned.
- Provides Reference and Reader's Advisory services to patrons of all ages and reading levels.
- Provides outreach to underserved populations. May hold programs off site, at schools, preschools, youth centers, etc. May include evening and weekend hours.
- Assists patrons in accessing library resources in all formats, physical and virtual, as well as using a variety of office equipment, technology, and devices.
- Promotes use of library resources by creating displays, flyers, social media posts, and other promotional materials as assigned. Contributes to monthly e-newsletter and library web site.
- Tracks and reports statistics and metrics for the youth services department, including attendance at programs and volunteer hours contributed.
- Performs all circulation procedures including: checking in, checking out, and renewing library materials; placing holds / inter-library loan requests; processing overdue notices.
- Processes new library materials in all formats; Registers new patrons and updates patron accounts.

Bachelor's degree required, with coursework in a relevant field such as education, child development, or library or information science, preferred. One to two years of experience in a public library, with a focus on youth services, preferred. Other relevant experience, such as working with youth or in a school setting will be considered. Position requires a knowledge of modern library trends, practices and materials as they relate to youth services; basic reference sources and research techniques; database and online reference sources, Internet, computer applications and library system software. Operates office equipment such as bar code scanners, computers and printers, tablets, copy and fax machines.

Position works 20 hours per week and receives benefits. Starting rate \$20.20 per hour. Grade 5. Resumes and applications to: Library Director, Town of Rowley, PO Box 276, Rowley, MA 01969 by December 3, 2021. Position opened until filled. AA/EOE.

DME 11.18.21

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TOWN OF ROWLEY
TOWN CLERK