



# TOWN OF MEDWAY

## COMMONWEALTH OF MASSACHUSETTS

### JOB DESCRIPTION

<b>Job Title:</b>	ASSISTANT DIRECTOR/YOUTH SERVICES LIBRARIAN	<b>Date:</b>	DECEMBER 2025
<b>Department:</b>	LIBRARY	<b>Grade:</b>	8
<b>Reports To:</b>	LIBRARY DIRECTOR	<b>FLSA:</b>	NON-EXEMPT

#### POSITION PURPOSE:

Under the general direction of the Library Director, the Assistant Director/Youth Services Librarian oversees aspects of library services including technology assistance, collection development of materials and resources, and outreach. The Assistant Director/Youth Services Librarian will assist the Director in performing professional and administrative work including but not limited to, scheduling, payroll, payment of invoices, and managing all activities and services of the Library.

The Assistant Director/Youth Services Librarian will manage the Youth Department under the general direction of the Library Director, planning and conducting children's story times, book clubs, special events and other programs for children and teens. The Assistant Director/Youth Services Librarian would work with the Makerspace Coordinator and library volunteers to plan and conduct STEAM programs for children and teens. The Assistant Director/Youth Services Librarian will coordinate activities with schools, preschools, day care centers, and community groups both at the library and at the schools and day care centers. This position is also responsible for preparing grants for youth programming and involves public service, reference, reader's advisory, community activities, circulation, and other library functions.

#### ESSENTIAL FUNCTIONS:

- Assists the Director in all aspects of the daily operations of the Library, its staff and volunteers, and services.
- Assists in the recruitment and training of staff and volunteers.
- Assists the Director in budgeting for the Library and managing expenses.
- Provides guidance on library policies and procedures and makes recommendations for improvements.
- Serves as a liaison to the public and resolves any complaints that arise.
- Works closely with the Technical Services Librarian to maintain the Library's collection of items.
- Identifies and promotes partnerships with other Town resources, such as Medway Public Schools, and other organizations.
- Designs, organizes, and provides services to ages 0 - 18 years.
- Selects, evaluates, maintains, and discards young adult materials based upon consultation of a wide variety of reviewing sources, professional judgment, preferences of young adults, and acknowledged review sources.
- Serves as liaison to the middle and high schools, coordinating assignments and summer reading lists with school personnel and presenting book talks as requested by teachers.
- Performs circulation desk duties and cataloging as needed.
- Conducts library tours.



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- Maintains awareness and ensures effective utilization of the Massachusetts Library System and state and regional agencies.
- Identifies grants and other funding operations to support public programming.
- Discretion and integrity are required, especially in all sensitive matters involving personnel, patrons, trustees and library partners.
- Performs other duties as assigned.

#### **SUPERVISION:**

Works under the general direction of the Library Director. Provides supervision to the Library staff.

#### **MINIMUM QUALIFICATIONS**

##### **EDUCATION AND EXPERIENCE:**

- A master's degree in library and information science (MLIS) from an ALA-accredited institution required.
- Three (3) to Five (5) years of progressively responsible experience as a librarian preferably in a public library setting.
- Demonstrated supervisory experience.

##### **KNOWLEDGE, ABILITY, AND SKILL:**

- Broad and current knowledge of young adult literature, digital and multimedia materials, and electronic resources, including communication tools such as email and instant messaging.
- A broad knowledge of the intellectual, emotional, psychological, and physical development of adolescents is essential.
- Demonstrated oral and written communication skills.
- Flexibility, initiative, energy, patience, and tact to deal effectively with the public.
- A strong commitment to the principles of diversity, equity, and inclusion as cornerstones of excellent library service.
- Excellent people, reference, and research skills.
- Demonstrated ability to plan for personal and professional growth and career development.
- In-depth knowledge of collection development.
- Adaptability and dependability to work well in a team situation and flexibility in emergency staffing situations.
- Excellent computer skills, including word processing, spreadsheets, databases, e-mail, internet searches, and software specific to libraries and the ability to learn new applications.
- Strong commitment to responsive and innovative service and a desire to master new technologies.

##### **TOOLS AND EQUIPMENT USED:**

Computers, general office equipment, Optelec (enlarges print for the visually impaired) and other assistive technologies.



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#### **PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the incumbent is frequently required to walk, sit, and talk and hear. The incumbent is occasionally required to use hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. The incumbent is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The incumbent must occasionally lift and/or move up to 25 pounds.

#### **WORK SCHEDULE:**

The work week is 40 hours assigned in the best interest of the department, including evenings and weekends.

#### **WORK ENVIRONMENT:**

The work environment typically involves a municipal library setting. The employee may occasionally be required to work beyond normal business hours to attend evening meetings or department-sponsored planned events.