

**CITY OF TEXAS CITY**

**MOORE MEMORIAL PUBLIC LIBRARY**

**SALARIED**

**YOUNG ADULT/PUBLIC SERVICES LIBRARIAN**

**EXEMPT**

**JOB SUMMARY:** The Young Adult/Public Services Librarian is responsible for providing reference, collection development, programming and reader's advisory services to the community, with special focus on young adults, ages 12 to 18 and seniors.

**ESSENTIAL JOB FUNCTIONS:** Assists patrons of all ages and backgrounds, in person, by email or by phone in finding information on a wide variety of subjects. Coordinates tours and group training for junior high and high school classes. Provides educational classes to patrons. Plans and coordinates library programs aimed at young adults (ages 12 through 18) and seniors. Assists patrons in the use of library equipment to include the on-line catalog, personal computers, microfilm readers, printers and copiers. Evaluates, weeds, reviews, and recommends selection of library materials and electronic resources. Provides reader's advisory services. Prepares bibliographies, information directories, information pathfinders, and in-house displays. Maintains library social networking sites, prepares publicity and newsletters for the library. Assists in grant writing and administration. Coordinates outreach efforts to community organizations, senior organizations and schools. Performs other duties as assigned.

May be required to work one evening per week and approximately one Saturday per month.

Work is typically performed indoors. Physical effort involves standing or sitting for periods of time, and reaching or stretching, with some exposure to dust and mechanical and electrical hazards. Must be able to lift up to 50 pounds.

**JOB SCOPE:** Coordinates program activities with other department heads. May assist other librarians in programming duties.

**REQUIREMENTS:** Master's Degree in Library Science from an ALA accredited university or college. Public library experience and/or young adult experience desired. Ability to communicate effectively both orally and in writing. Ability to organize and administer resources for maximum efficiency. Knowledge of Library computer services, Internet and electronic resources, and Microsoft Office Suite. Ability to work efficiently without direct supervision. Attention to detail.

Note: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of the personnel classified above.

**APPLICANT:** Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied?

---

Signature