

BUCKS COUNTY FREE LIBRARY
JOB POSTING NOTIFICATION

Job Title: YOUTH SERVICES LIBRARIAN

Work Unit: DOYLESTOWN DISTRICT CENTER LIBRARY

Job Classification: LIBRARIAN 2 or 3 (DOQ)

Compensation: \$24.58 - \$25.91 per hour probationary rate
\$25.32 - \$26.69 per hour regular rate

Hours: Full-Time – 37.5 hours per week – Variable work schedule – weekdays, evenings, and weekends

Bargaining Unit: Yes

To Apply: **Submit resume and letter of interest with pre-employment testing (instructions below)). *Please have your resume and letter of interest prepared as ONE document.***

Pre-Employment Testing: We are asking all applicants interested in the full-time Youth Services Librarian position to complete our pre-employment testing. The testing consists of five tests:

Criteria Cognitive Aptitude Test	Customer Service Aptitude Profile
Excel 2007	Word 2007
Computer Literacy & Internet Knowledge Test	

The tests must be taken consecutively, and it takes about 65 minutes to complete all five. Please allow yourself enough time to complete them. (If you have recently applied for another position with Bucks County Free Library and taken any of the tests, please send an e-mail to libraryjobs@buckslib.org to let us know which ones. You will not be asked to retake those for which we have already received scores.) Please close all other programs while taking the tests. To start, please copy and paste the url below into your Internet browser:

<http://www.ondemandassessment.com/verify/apply/yymqRq/hnDPDBa>

From there you will enter the testing site. You will be asked to enter your name and e-mail address. Once you are done, hit "Submit." Next, you will be given an eleven-digit Test Event ID; hit "Proceed." You must then upload your resume/letter of interest (one document) in any of these accepted formats: .doc, .docx, .rtf, and .pdf. You will then start the first test. After completion of each test, the next test will begin. Once you have completed the tests, the results will be sent to Bucks County Free Library.

POSITION SUMMARY

We are looking for a Youth Services Librarian who can provide a comprehensive program of library services for children from birth through teen years, as well as parents, caregivers, and the community organizations serving them. This includes reference and reader's advisory; outreach and programming; advocacy and public relations. Additional duties may include guiding the work of other staff and/or volunteers supporting Youth Services efforts.

Only candidates who have special knowledge and experience in youth education and recreation should apply. Versatility will be a key factor for success. The individual selected for this position will regularly conduct programming and special events for children, teens, and families as well as provide general assistance to library users of all ages.

The focus of this position will be service to teens. The ideal candidate will enjoy reading and sharing popular teen books and materials, love organizing, leading, and mentoring teen volunteers. Demonstrated training experience and a willingness to work with large groups are pluses. Examples of primary duties are: planning Gadget Fairs; outreach to large groups; and interviewing, training, and recruiting volunteers.

The well-rounded candidate will also be comfortable with computers, know how to troubleshoot software and printer problems, and know the latest in library trends.

This position will include morning, afternoon, evening, and weekend hours, including occasional Sundays. The successful candidate may be required to adapt to future schedule and location changes depending on library needs.

EDUCATION:

- **Requires a Master's Degree.**
Degree required: Library/Information Studies.

EXPERIENCE:

- Librarian 2 – 1 to 2 years experience required.
- Librarian 3 – 3 or more years experience required.

You will find a complete job description on the Bucks County Free Library website at http://www.buckslib.org/jobs/bcfl_jobs.cfm.