

Town of Canton

Teen and Adult Services Librarian

The Town of Canton is seeking a pleasant, customer-service-oriented self-starter to join the staff of the Canton Public Library as a full-time Teen and Adult Services Librarian. The Teen and Adult Services Librarian will develop, coordinate, and administer the library's services and outreach to teenagers, and will work collaboratively with other library staff to provide services and outreach to adults.

Responsibilities of the position include: planning and overseeing all teen library programming, including the annual Summer Reading program; selecting materials for the teen and adult collections; providing reference and readers' advisory assistance; coordinating the library's Teen Advisory Group and teen volunteers; performing outreach in the community and with local schools; and staffing the teen, reference/information, and circulation service desks. The position will be split roughly in half between teen and adult services.

The successful candidate will enjoy and have experience working with teens; have strong knowledge of teen and adult literature and library services; have excellent customer service and communication skills; and be welcoming, courteous, and friendly to patrons of all ages. Strong computer and technology skills are essential.

Qualified applicants must possess a master's degree in Library Science from an ALA-accredited college or university, two years of library experience, and two years of experience working with older children and/or teens; or a similar combination of work experience and education. Experience with Ill's Sierra ILS is a plus.

The position is full-time, 35 hours per week and will include at least one evening per week and Saturdays in rotation. The annual salary is \$49,140 with benefits.

To apply, send a completed Town of Canton employment application and cover letter to:

Robert Skinner, Chief Administrative Officer
Town of Canton
PO Box 168
4 Market Street
Collinsville, CT 06022

Employment applications and a full job description are available at Canton Town Hall, at the Canton Public Library, and online at www.townofcantonct.org. Applications must be received by 4:30pm on September 25, 2017. EOE