



Director: Cornell White
Hammond Public Library • 564 State Street • Hammond, IN • 46320-1532 • (219) 931-5100
www.hammondlibrary.org

JOB ANNOUNCEMENT

TITLE	Senior Youth Services Librarian
JOB SUMMARY	Responsible for operations of the department in the absence of the Head of Youth Services, collection development, and collaborative programming with schools and community organizations.
MAJOR TASKS	<p>Answer informational and directional questions placed in person, by telephone, letter, email, or fax using library and community resources. Assist patrons with locations, information, and materials. Schedule, monitor, and assist patrons in the use of the computers, Internet, OPAC, and online resources.</p> <p>Assist with the use of the photocopier. Provide Reader's Advisory Service. Responsible for operations of the department in the absence of the supervisor.</p> <p>Build and maintain collaboration with local schools, organizations, and school advocates to strategize and coordinate relevant library programming, resources, and collections to encourage school and student participation. Coordinate school and outreach visits with Youth and Young Adult Librarians. Perform other tasks assigned by the Division Head.</p>
REQUIREMENTS	<p>Master's degree in Library Science from an ALA-accredited program, OR eligibility for Librarian IV Certificate in Indiana and an equivalent combination of education and experience with the public.</p> <p>Minimum of three years' professional experience working with youth. Strong organization and communication skills. Ability to work independently. Ability to supervise. Computer and internet literacy</p>
SALARY	\$49,234
USUAL HOURS	38 hours a week, potential evening and Saturday shifts
DATE AVAILABLE	Immediate
SUPERVISOR	Head of Youth Services
APPLICATION PROCEDURE	Applicants should submit their cover letter and resumé to chapmanw@hammondlibrary.org