

The Jack Russell Memorial Library in Hartford, WI is seeking a full-time Youth Services Librarian to lead a robust and active department that is dynamic, creative, organized, tech-savvy, and community-minded. The ideal candidate will work well both independently and collaboratively, have comprehensive knowledge of children's and teen literature, a strong work ethic, and possess excellent communication and interpersonal skills. The Youth Services Librarian is expected to work in all areas of the library including the reference desk, and circulation desk, and will be a member of the library management team. The position requires a minimum of one evening per week and rotating weekends.

A Master's degree in Library Science from an ALA-accredited institution is preferred or a bachelor's degree in a related field with two (2) years of education and experience which provides the required knowledge, skills, and abilities. Knowledge of cataloging, Polaris, budgeting, and supervisory experience is desirable. Valid state driver's license or ability to obtain one within four months.

The budgeted salary for this position is \$43,000. The City of Hartford provides excellent benefits including health, dental and vision insurance, PTO, paid holidays, and enrollment in the Wisconsin Retirement System.

The Jack Russell Memorial Library opened to the public in October 2011 and almost tripled the square footage to 35,500. The City of Hartford has over 16,000 citizens, a strong school system, an excellent recreation department, and a park system that opened a brand-new Aquatic Center in July 2016, an active downtown, and is home to the Schauer Arts and Activities Center and the Wisconsin Automotive Museum. The library's service population includes an additional 12,000 people from surrounding communities in Dodge and Washington Counties.

Interested applicants are asked to send a cover letter, resume with three professional references, and a completed City of Hartford Employee Application by 5:30 pm on Friday, July 8th, 2022 to:

Jennifer Einwalter, Library Director
Jack Russell Memorial Library
100 Park Avenue
Hartford, WI 53027

Applications may also be submitted electronically to hartfordpl@hartfordlibrary.org.

The position will remain open until a qualified individual is found, but preference goes to those responding by the July 8th date. The job description and City of Hartford Application form may be downloaded by visiting the library's website at https://hartfordlibrary.org/employment_opportunities.aspx.

Candidates are also asked to answer the following supplemental questionnaire and include responses as part of their application:

1. This position requires working closely with children ages 0-18. Please explain your experience working with this age group and why you enjoy doing so.
2. Please describe your experience working in a public library.
3. List your favorite children's picture book, your favorite read-aloud story, and your favorite teen book. Feel free to briefly explain your choices.

The City of Hartford is an equal opportunity employer.