



**MANLIUS LIBRARY
YOUNG ADULT & SOCIAL MEDIA LIBRARIAN
JOB POSTING**

This is a full-time position working 40 hours / week

DATE: September 10, 2026

JOB TITLE: Young Adult & Social Media Librarian

SUMMARY

The mission of the Manlius Library is to serve as a community center providing free and equal access to cultural, intellectual, and informational resources for community members of all ages.

The Young Adult Librarian portion of the position (60% of the time) works both independently and as part of the Youth Services team, and the entire Manlius Library staff, in an effort to achieve the mission and goals of the Manlius Library. This includes but is not limited to design, development, planning, organization, management, implementation, promotion, and assessment of programs, collections and services primarily related to young adults, ages 13 - 19. In this role, the Young Adult Librarian collaborates with members of the Youth Services staff, other library staff, community members, the Fayetteville-Manlius school district and various community groups to develop a diverse and wide range of services in support of the library's mission and vision.

The Young Adult Librarian is in a position of responsibility and leadership within the library and is expected to support the development and training of staff members while exhibiting flexibility and professionalism in support of the library's mission.

The Social Media portion of the position (40% of the time) manages Manlius Library social media accounts and online presence, including creating content, responding to inquiries, and analyzing metrics. This includes collaborating with other staff members to gather information about upcoming events and initiatives. Staying apprised of platform use and trends related to online communications and marketing, as well as using strong writing skills and good judgement to represent the library via social media are important aspects of the role.

DUTIES AND ESSENTIAL JOB FUNCTIONS

- Evaluates needs of community and identifies opportunities for new and enhanced programs, services, and collections
- Young Adult programming, both active and passive, including planning, preparation, budgeting, scheduling, implementation, and assessment
- Identifies and coordinates resources (funds, expertise, and partners) to successfully implement programs and services
- Collection development and management for young adult collection including ebooks, downloadable audiobooks, graphic novels, video games, fiction, and nonfiction works. This includes evaluation, selection, acquisition and deselection to maintain a relevant collection within the established budget.

- Acts as a liaison to the Fayetteville-Manlius school district for collaboration and communication related to young adult programming, collections, and services
- Outreach throughout the community to the young adult population
- Manages teen volunteers including hiring, training, and scheduling
- Coordinates with Board Scholarship Committee and the FM Community to market and select a yearly scholarship winner
- Maintains the Teen Room including displays, booklists, and décor
- Marketing Teen programming and services including e-news, print newsletter content, social media content, fliers, etc.
- Design, implement and evaluate the Teen Summer Reading program
- Support the other library Summer Reading Programs including programming, promotion, school visits, and responsibility for the reservation and recording system.
- Provide circulation desk support (at the Children's desk, Main desk, and Teen desk) including reader's advisory, reference services, and computer support as scheduled or required.
- Provide budgetary input to the Library Director and manage the budget for Young Adult Programming and Collections within the allocation.
- Other special projects and duties as assigned by the Library Director in support of the library's mission (currently chairs the library Fundraising Committee).
- Communicates updates to the Youth Services Coordinator on a monthly basis (at minimum).
- Designs and develops content (including text, graphics, images, and video), coordinates and maintains the library social media platforms, with the oversight of the Director. Markets the library through social media.
- Available as emergency support for social media posts regarding emergency closings, as well as holiday closing posters/flyers.
- Contributes to a positive work environment by being helpful, respectful, approachable, and team oriented to both coworkers and the public.

KNOWLEDGE & SKILLS

- Excellent oral and written communication skills; proficiency in written English
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and the public
- Has a basic understanding of teens and teen development
- Ability to work independently and as part of a team
- Strong customer service skills
- Familiar with teen literature and services
- Flexibility in supporting other staff to achieve the library's mission
- Professional demeanor
- Expert use of Facebook and Instagram preferred
- Knowledge and proficiency in Canva, Library Aware, Polaris, and Springshare products preferred

REQUIRED

- Master's Degree in Library Science or Library and Information Science (MLS/MLIS) from an ALA accredited school. Will consider applicants graduating with their MLS/MLIS in their last semester of school.
- This position may require working during any of the hours that the Library is open, including evenings and weekends. Although a weekly schedule is established, the needs of the Library

may require schedule changes and flexibility. Currently, this position works Thursday (12 pm – 8 pm) and one Saturday a month (9 am – 5 pm), along with regular 9 am – 5 pm weekday hours. This position may also require attending outreach opportunities outside of normal library hours.

- New York State Public Library Certificate or one in progress
- Must pass a background check

PHYSICAL REQUIREMENTS

Ability to operate and view a computer screen for extended periods of time. Depth, color, peripheral, and distance vision routinely required. Regular lifting up to 35 pounds. Ability to hear, talk, walk, sit, bend, reach, grasp. Occasional need to climb, balance, stoop, kneel, or crouch. May be required to stand for extended periods of time.

REPORTS TO: Youth Services Coordinator for Young Adult services, and the Director for Social Media

COMPENSATION AND BENEFITS

- Salary: \$60,406 / year with Master's degree
- Benefits: Sick, personal, and vacation time. 401k plan and health insurance options. We also have a pretty cool party planning committee.

TO APPLY

Email resume, cover letter and three references to mndirector@manliuslibrary.org. Please put "Young Adult Librarian" in the subject line. Resumes will be reviewed immediately; last day to apply is September 25.