

Job Description

Job title: Teen Services Librarian

Department: Teen & Adult Services

Exempt? No

Salary grade: L

Reports to: Teen & Adult Services Manager

Supervisory responsibilities? No

Essential competencies that apply to all library employees:

- Develop and maintain positive relationships with internal and external customers. Show commitment to customer satisfaction.
- Work cooperatively with managers and co-workers.
- Show a capacity for grasping concepts and ask questions to gain further understanding.
- Communicate effectively orally and in writing.
- Complete work assigned on time and to the defined quality.
- Demonstrate prompt and regular attendance.
- Comply with library policies and operational procedures.
- Show that essential job functions can be performed with little or no supervision.
- Show flexibility and adaptability.
- Show initiative by acting independently to provide solutions to problems, seek additional responsibilities, and practice self-development.
- Comply with safety and security standards; keep workplace safe and clean.

Essential duties:

- Provides reader's advisory and reference services to children, teen, and adult patrons, assisting patrons in a respectful and friendly manner.
- Monitors teen services area, maintains overall appearance and functionality, deals with incidents and communicates with department manager.
- Collaborates with Adult Services team to coordinate programming and activities for the teen population, including the summer reading program.
- Plans and administers the Teen Volunteer Program.
- Coordinates tours, group visits and outreach for grades 7 through 12.
- Collaborates with local middle schools and high schools and other community organizations as needed regarding library resources and programming.
- Works cooperatively with all staff to maintain the Young Adult collection, especially with deselection and purchase suggestions.
- Keeps abreast of trends that impact teen library services.
- Diagnoses problems and/or situations and find ways to solve within the Library's established policies and procedures.
- Creates an orderly and attractive Young Adult section, creates displays, and straightens shelves.
- Works with Public Relations coordinator to create promotional materials for teen services and programs.
- Uses technology as necessary to present media programs (movies, gaming, etc.) and uses devices such as cameras, MP3 players, video cameras, iPads, projectors, etc., to enhance programs.

Education and formal training:*Required:*

- Four year college degree.
- Master's in Library Science or progress toward completing a MLS.

Experience:*Required:*

- A minimum of one year experience working with teens.
- A minimum of one year library experience.
- Experience with supervising and coordinating programs or activities.

A combination of training and experience which provides the required knowledge, skills and abilities to successfully perform the job may be considered.

Budgetary responsibilities:

- Ability to track and stay within bounds of Teen programming budget

Physical and Environmental factors:

- The duties of this job include physical activities such as stooping, kneeling, crouching, standing, reaching, walking, lifting (up to 20 pounds), pushing, pulling, fingering, grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.
- Ability to work under distractions such as telephone calls and other disturbances.
- Ability to deal with unpleasant social situations such as irate or disturbed individuals.
- Ability to perform repetitive activities.

Equipment operation:

- Ability to operate PC and relevant software
- Ability to operate equipment for various media such as game systems, video players, etc.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments may be changed at any time as required by business necessity.

A criminal background and reference check is required for all library positions.