

## Job Description

**Job title:** Librarian 2, Teen Services

**Department:** Learning and Information Services

**Exempt?** No

**Salary grade:** L

**Reports to:** Associate Director, Information and Learning Services Librarian

**Supervisory responsibilities?** No

### Essential competencies that apply to all library employees:

- Demonstrate enthusiasm for providing service excellence.
- Show commitment to customer satisfaction.
- Develop and maintain positive relationships with internal and external customers.
- Represent the library in a positive and ethical manner
- Work cooperatively with managers and co-workers
- Demonstrate a commitment to diversity, equity, and inclusion.
- 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:

- Maintains the Teen Zone as a safe and positive space for teens to hang out with friends, study, navigate a complex world, improve literacy, and improve workforce readiness. Communicates with department associate director concerning behavior management. Must work 3-5 PM in the Teen Zone on most school days.
- Provides reader's advisory and reference services to patrons of all ages, assisting patrons in a respectful and friendly manner.
- Monitors teen services area, maintains overall appearance and functionality. Maintains an orderly and Young adult collection. Creates displays and handouts to promote teen materials and services.
- Takes primary responsibility for library building maintenance and security, customers, and staff when the director and associate directors are not present.
- Consults with programming team programming and activities for the teen population, and assists with programs, 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 Collection Services 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.
- Works with Public Relations Coordinator to create promotional materials for teen services and on teen Social Media projects.

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- Uses technology as necessary to present media programs or services (movies, gaming, etc.) and uses devices such as cameras, MP3 players, video cameras, iPads, projectors, etc., to enhance programs and services.

### Education and formal training:

Required: Completion of 50% of course credits for Masters of Library Science Degree or equivalent from ALA accredited university.

Preferred: Completion of Masters of Library Science Degree

### Experience:

Required:

- One year library public experience.
- A minimum of one year experience working with teens.

Preferred: Minimum of one year public library experience and experience planning and executing library services.

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

### Required knowledge, skills, and abilities:

- Ability to effectively use social media tools to communicate with and engage teens.
- Ability to operate a PC, relevant computer software, and technology devices.
- Up-to-date knowledge of current library services technology.
- Thorough knowledge of library resources, materials, and equipment.
- Ability to respond to complaints and grievances in a professional and courteous manner.
- Ability to instruct and train in methods & procedures.
- Ability to speak effectively to small and large groups.
- Ability to add, subtract, multiply, divide and apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.

**Budgetary responsibilities:** Ability to record expenditures and stay within budgetary limit.

### Physical and Environmental factors:

The duties of this job include physical activities such as climbing, reaching, lifting (up to 20 pounds), moving carts weighing up to 150 pounds, walking, grasping, feeling, fingering, 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. Must be able to work under pressure and urgent deadlines, manage distractions such as telephone calls and other disturbances and deal with unpleasant social situations such as irate or disturbed individuals.

### Equipment operation:

Standard office equipment including but not limited to computer, tablet, printer, copier, fax, and phone. Equipment for various media such as game systems, video players, etc.

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*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.*

*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.*