

JOB DESCRIPTION

JOB TITLE: Teen Librarian

REPORTS TO: Head of Public Services

SUPERVISES: Volunteers as needed; may serve as person-in-charge

DEPARTMENT: Public Services

FLSA STATUS: Non-exempt

PAY GRADE: 9

JOB SUMMARY

The Teen Services Librarian is primarily responsible for providing reference, readers advisory, outreach and programming services for youth in grades 6 through 12. This position participates in collection development activities and is responsible for establishing and maintaining cooperative relationships with local middle schools and high schools.

ESSENTIAL FUNCTIONS OF THE JOB

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this position. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

1. Understands and enforces the Library's policies and procedures, while safeguarding confidential and restricted information.
2. Provides reference and readers' advisory to all users both in person and via other means of communication. Uses a variety of reference tools including print and non-print sources.
3. Assumes responsibility for materials selection in assigned collection areas and is attentive to budgetary limits. Maintains and weeds assigned collection areas on an ongoing basis.
4. Processes requests for materials and fulfills requests in a timely manner.
5. Attends and participates in professional, library and departmental meetings.
6. Keeps abreast of new trends and innovations in the field of public library service, especially teen services.
7. Assists and trains patrons in the use of the catalog, electronic, print and audiovisual resources, computers and other equipment.
8. Plans, prepares and conducts programs that may include book discussions, special events, and reading programs. (Grades 6 through 12)
9. Conducts tours, trainings, or programs for visiting classes and groups.

10. Conducts outreach programs at off-site locations.
11. Prepares and maintains book displays, bibliographies and other patron aids which promote the collection.
12. Prepares and submits content for the Library's website, newsletter and other communication tools.
13. Maintains mutually beneficial relationships between the Library and School District and other community agencies, particularly those serving students in grades 6 through 12.
14. Maintains familiarity with collections by reviewing newly purchased materials.
15. Prepares monthly reports for department head of accomplishments including programs, displays, publicity, outreach and professional development.

OTHER RESPONSIBILITIES

1. Cooperates with Public Services coworkers and assists with their work as needed.
2. Seeks opportunities for collaborative programming within the Public Services department.
3. Monitors and manages patrons' activities and use of the Library in accordance with library policies and procedures.
4. Assists with patron transactions as needed.
5. Straightens and cleans public service area as needed.
6. Troubleshoots minor equipment problems.
7. Participates in fulfilling interlibrary loan requests as required.
8. Other duties as assigned.

MATERIALS & EQUIPMENT

Example: This position requires the use of a variety of office machines and office equipment including, but not limited to, computers, printers, scanners, projectors, CD and DVD players, paper cutter, copy machine, fax machine, calculator, and laminator.

EDUCATION AND EXPERIENCE

1. ALA accredited Masters Degree in Library Science with emphasis on children's and young adult literature and services.
2. One year successful experience in a public contact position.
3. One year successful experience in providing library services, including programming, to youth in grades 6 through 12.

Equivalent Education and Experience

Master's Degree in a related field and four years' experience in a public library youth services department; or Bachelor's Degree in a related field or LTA Certificate and six years' experience in a public library youth and/or teen services department.

OTHER QUALIFICATIONS FOR HIRE

1. Ability to work days, evenings and weekends.
2. Valid driver's license and/or access to reliable transportation for occasional travel to meetings and outreach programs.
3. Fluency in written and spoken Spanish desirable.

KNOWLEDGE, SKILLS AND ABILITIES

1. Strong desire to work with and a sincere respect for young people.
2. Demonstrated skill in creative program development, promotion and presentation.
3. Working knowledge of reader's advisory service, reference interview techniques, bibliographic tools and reference sources, especially those relevant to children and their parents.
4. Demonstrates familiarity with children's and young adult literature in a variety of genres and nonfiction subject areas.
5. Working knowledge of current library technology, including automated library systems, online databases and online ordering systems.
6. Ability to utilize social networking and online resources to promote the Library and its resources.
7. Ability to stay calm under the pressures of public service in a busy environment.
8. Knowledge of and demonstrated ability to provide exceptional customer service.
9. Demonstrated competency in Microsoft Office software (Word, Excel, PowerPoint, Outlook, Publisher)
10. Ability to work and communicate effectively with public, especially middle and high school age patrons, their parents and teachers.

11. Knowledge of child and adolescent development.
12. Knowledge of current reading, viewing and listening interests of young adults.
13. Ability to work independently.
14. Ability to plan, organize and prioritize work in order to accomplish quality work in an effective and efficient manner.
15. Ability to follow through tasks to completion.
16. Ability to exercise judgment and maintain composure in difficult situations.
17. Ability and willingness to work from a team approach by building and maintaining effective and professional working relationships with co-workers.
18. Ability to communicate clearly and concisely, both verbally and in writing, in English.
19. Ability to sort and file documents alphabetically and numerically.
20. Ability and willingness to adapt to change and learn new skills.
21. Ability to meet the expectations outlined in the library's "Core Competencies."

PHYSICAL DEMANDS / WORK ENVIRONMENT

Example: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, move, squat, reach and stretch during the work shift. The employee works in an active environment and must be able to move frequently and quickly around the Library. Speech and hearing abilities are essential. Specific vision abilities required by the job include close vision and the ability to adjust focus. The employee must have good hand/eye coordination for gripping and manipulating materials and objects. A keyboard, mouse, and scanner are used for inputting and retrieving computer data. The employee must lift 25 pounds. The employee must transport or move up to 100 pounds of library materials from one location to another using a wheeled cart.

Work is performed in a normal office environment where there is little or no physical discomfort associated with changes in the weather or discomfort associated with noise. Occasionally, the employee may be required to work at a location other than the library, including outdoors.