

TEEN LIBRARIAN

Department: Library
Division: Information Services
Appointing Authority: Library Director

Grade: 8
Revision Date: 12/2020
Bargaining Unit: C

Definition:

Develops and implements library services for teens (typically ages 12-18). Acts as a mentor to teens and connects them to resources and opportunities that reflect their interests, and responds to their needs within diverse and changing communities.

Supervision:

Works under the policy direction of the Library Director and Board of Trustees.

Reports directly to the Head of Information Services.

Trains, provides direction, supervises and evaluates teen volunteers associated with the operation of departmental teen programs and services.

Environment:

Varied work in a multi-task environment. Duties are performed under typical library/office conditions. Operates standard library/office equipment. Noise levels are usually quiet to moderate but increase during scheduled events.

Engages frequently with a diverse general public, co-workers, the administration and faculty of local secondary schools, Greenfield city employees, library Trustees, and Friends.

Errors in duties may result in poor customer service, confusion and delay, waste of public funds, or lower standards of library service for the City and may cause an adverse impact on employee morale or public opinion of the library.

Essential Functions: *(The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Develops, organizes, implements, supervises, and evaluates library programs, special events and services which meet the diverse educational, recreational, and personal needs of local teens. Works collaboratively with community experts, coaches, and mentors to provide services and programs that meet those needs.

Curates a dynamic collection of materials based on input from the teens. Provides readers' advisory service for teens, connecting them with useful and enjoyable material. Strives to create life-long readers.

Instructs teens in information gathering, research skills, and digital literacy skills. Conducts class visits to the library for secondary school groups when requested.

Creates an environment that attracts teens to the teen space, and supervises their use of the space. Creates engaging and interactive displays within the space. Designs bookmarks, flyers, and surveys for teens.

Develops and maintains effective relationships with schools and community groups that provide service to teens. Serves as GPL's representative on the Teen Advisory Committee/Library Club at local secondary schools. Serves as GPL's representative on community-based committees that provide feedback and input to secondary school administration and faculty and on other community boards or committees that focus on service to teens.

Works with library administration, school media specialists, and community organizations to seek grants to enhance teen services. Maintains accurate financial records of grant funds. Completes all reports by grant-mandated deadlines.

Educates the public about the value of public libraries and the services provided to teens. Creatively promotes teen services through traditional media outlets and social media. Communicates on the social media platform(s) most popular with teens.

Provides prompt and courteous assistance to library patrons of all ages, assisting them with the use of library materials and services. Performs regularly scheduled public service duties at the main circulation desk in addition to working with teens.

Attends professional meetings, workshops and other continuing education opportunities that enhance skills specifically relevant to this position. Reads professional literature to that same end. Participates in network and regional library committees and meetings, as time and schedule permit.

Minimum Qualifications:

Education and Experience:

Bachelor's degree preferred; two years of library experience with an emphasis on service for teens; two years of customer service experience; two years of supervisory experience or, a combination of education and experience that enables performance of all aspects of the position.

Must demonstrate track record of responsibility, interest and appropriate skills in the context of formal organizations.

Knowledge, Ability and Skill:

Requires extensive knowledge of best practices in public library teen services including guidelines and standards published by ALA and YALSA; broad knowledge of current young adult literature; ability to relate to teens on a variety of issues; knowledge of adolescent intellect, social, emotional, and psychological development needs; a genuine respect for young adults. Ability to supervise teen volunteers, and parents effectively and to delegate tasks efficiently.

Requires knowledge of collection development and circulation operations in a public library. Requires extensive knowledge of the techniques and practices of good customer service.

Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite and the internet required; familiarity with database programs and computer hardware and software systems.

Requires effective communication skills and the ability to follow oral and written instructions, to multi-task, to maintain composure in fast-paced and stressful work situations and, to work independently with minimal to moderate supervision.

Ability to effectively communicate professionally with members of the general public on a daily basis; to develop and maintain harmonious relationships with co-workers, City officials, community organizations and the general public and apply good judgment in resolving customer service issues; ability to plan, analyze, carry out projects, consult and offer advice, and facilitate groups, to meet pre-set deadlines.

Must perform all aspects of job responsibilities with honesty and integrity.

Physical Requirements:

Varying physical effort required under typical office conditions include regular sitting, standing, talking, walking and mental concentration for extended periods; intermittent moderate effort required for tasks such as pushing loaded book carts, carrying files, books or other library printed materials up to thirty (30) pounds; reach with hands and arms, kneel, crouch frequent use of hands and fingers in operating/using various office equipment and view computer screens and the ability to adjust focus; hearing ability requirements include telephone duties and the ability to interact with other library staff and the public. Must be able to reach with hands and arms, bend, kneel, crouch, twist, extend across circulation desk to receive books from patrons; bend and extend reach for such tasks as shelving books or emptying book drop.

Special Requirements:

Requires a criminal records (CORI) check; attend meetings or work nights and weekends as needed or assigned.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Approved:

EXECUTED 12/04/2020 AND ON FILE IN THE HR DEPARTMENT

Human Resources Director

Date

Revision History: 12/2020

Department Head

Mayor

['C' Review: _____]