

Town of Guilford
TEEN SERVICES - SUPERVISORY LIBRARIAN

EXEMPT:	YES	SALARY LEVEL: E4
DEPARTMENT:	LIBRARY	
REPORTS TO:	LIBRARY DIRECTOR	
LOCATION:	67 PARK STREET	
HOURS:	40 HOURS PER WEEK	
PREPARED BY:	Mitchell R. Goldblatt	Initials <u>MRG</u> DATE: August 10, 2022
APPROVED BY:	Matthew T. Hoey	Initials <u>MTH</u> DATE: August 10, 2022

POSITION SUMMARY:

Under the general supervision of the Director is responsible for supervision of all operations of the Teen Department including staffing, programming, collection development, supervision of Reference Librarians and Library Assistants, and outreach to the community. Also responsible for regular contributions to the Adult Services including staffing and programming as needed. Represented by the Guilford Employee Association (GEA).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops programs consistent with the Library's mission for community education and entertainment; works with outside groups to present collaborative programs.
- Oversees the scheduling and implementation of the Library's Teen programming.
- Maintains a relationship with Guilford Public Schools and other local organizations relevant to programs involving teens.
- Supervises professional Librarians, Library Assistants, Custodians and volunteers.
- Assumes responsibility for the proper administration of the library in the absence of the Director and the Associate Librarians.
- Works closely with the Children's and Adult Services departments to coordinate staffing, programming and collection development with the entire library in mind.
- Collaborates in the scheduling and daily operation of the entire second floor, including Reference Department, Historical Room, Teen Area, study rooms, public use equipment/machines, and general collection.
- Responsible for security, opening and closing of library.
- Staffs in all other departments, as needed.

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- Produces publicity including press releases for events or news items and prepares flyers, brochures, and e-mails.
- Oversees or performs cataloging of print and non-print material.
- Represents library to community at venues outside of the library and at town organizations and department meetings.
- Attends staff meetings and professional meetings.
- Demonstrates technological literacy in all online functions and the automated Integrated Library System (ILS).
- Supervises program registration and scheduling on appropriate library calendars.
- Plans annual library programs.
- Develops special programs and tours for outside agencies.
- Coordinates with not-for-profit agencies.
- Develops programs including book talks, book discussion questions.
- Prepares statistical reports per town and state requirements.
- Assists all ages in locating books, placing reserves, and using public access computers.
- Selects materials and arranges for book plates/follow-up correspondence.
- Handles publicity for major gifts from outside agencies.
- Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of literature including print and non-print material.
- Knowledge of evolving technological developments relating to teen services.
- Knowledge of computer functions, both in carrying out work-related tasks, in assisting the public in their endeavors, and in trouble shooting library website, network, and equipment.
- Knowledge of public library principles and practices.

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- Skills in basic mathematics.
- Skills in dealing with the public, including flexibility.
- Skills in oral and written communication.
- Ability to read and comprehend instructions, correspondence and memos.
- Ability to write correspondence.
- Ability to effectively present information in one-on-one and small group situations to patrons of the library and other employees and volunteers.
- Ability to learn and use automated computer systems including word processing, on-line databases, and other personal electronic devices and applications.
- Ability to organize and prioritize assigned work.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work evenings and weekend hours in rotation.
- Ability to attend appropriate continuing education workshops and conferences.
- Ability to comply with all applicable federal, state, and local safety and health regulations that would apply to this job.
- Ability to establish and maintain courteous and effective working relationships with superiors, colleagues, subordinates, and officials of other agencies.
- Ability to treat other employees, and those with whom they come in contact, including the public, with courtesy, respect, and professionalism.

PHYSICAL DEMANDS:

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.

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While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle or feel objects, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must occasionally lift and/or move up to fifty (50) pounds.

EDUCATION AND/OR EXPERIENCE:

- Masters of Library Science (MLS) from an American Library Association (ALA) accredited institution.
- Three (3) years as a professional librarian and progressive supervisory experience, and/or equivalent.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job requires frequent interaction with general public. The noise level in the work environment is usually quiet to moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be required.