

Job Description

Title: Teen Services Librarian

Position Overview:

The Teen Services Librarian's primary responsibilities are to plan, assess, and promote library services for teens, supervise Library personnel as needed, and the selection and maintenance of the Teen Services collection. Assists patrons in using library services and facilities.

Primary Responsibilities and Duties:

- Receives oral or written instructions from the Library Director.
- Responsible for all aspects of library services for teens and recommends goals and objectives for same.
- Participates in the development, selection, and maintenance of teen circulating and online database collections.
- Catalogs and/or classifies materials for Teen Services.
- Responsible for all aspects of reference work.
- Works with Children's and Adult Librarians in providing reference assistance.
- Participates in development of operating policies and procedures; evaluates and recommends changes for same.
- Trains and supervises all support staff working in Teen Services.
- Assist in the development and maintenance of the library website and other social media sites for Teens.
- Coordinates and implements technology programming for Teens.
- Oversees collection and maintenance of statistical data for all of Teen Services, audiovisual materials, and all downloadable content for the library.
- Works with library administration to seek supplementary funding to enhance library services, including state, federal and private grants.

Additional Responsibilities:

- Prepares reports and provides annual budget recommendations to the Library Director.
- Participates in professional organizations to remain current in the field.
- Oversees training and supervision of volunteers assigned to the Teen department.
- Maintains collaborative relationships with community groups and schools.
- Attends meetings and workshops as appropriate.
- Other duties as assigned.

Supervision Received:

Receives general supervision from Library Director.

Supervision Exercised:

Supervises staff and volunteers assigned to the Teen Services.

Required Knowledge, Skills, and Abilities:

- Thorough knowledge of public library programs and services for the general public.
- Strong oral and written communication skills.
- Communicates courteously, enthusiastically, and effectively with the public and with other staff members.

Job Description

Title: Teen Services Librarian

- Broad and current knowledge and appreciation of literature, audio-visual materials, and electronic and digital resources for the general public.
- Working knowledge of book and audio-visual reviewing media.
- Ability to respond in an effective manner to the teen community's reading, informational, and educational needs.
- Ability to represent the library at outside meetings.
- Understands, interprets, and enforces library rules and regulations.
- Ability to work independently.

Minimum Qualifications:

A Master's degree in Library Science from an ALA accredited college or university, with a minimum of two years relevant experience in teen and reference services are required. Working knowledge of automated integrated library systems, the Internet and online searching, and digital resources are required. Administrative, supervisory, planning, and public library experience are highly desirable.

Physical Requirements:

Work in a library environment; sustained posture in a standing or seated position for prolonged periods of time; perform lifting, crouching and pushing; may travel to other locations.

Accommodations:

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