



## POSITION DESCRIPTION

Title: Teen Librarian  
FLSA: Full-time/ Hourly  
Service Area: Youth Services

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.

## RELATIONSHIPS

Reports To: Youth Services Manager  
Subordinate Staff: None  
Other Internal Contacts: Library Staff  
External Contacts: Patrons, General Public, Sales Representatives, External Information Providers

## JOB SUMMARY

Under the direction of the Youth Services manager, and in harmony with the policies of Morrisson-Reeves Library, the Teen Librarian will serve as professional staff providing library services to teens with direct responsibility for selection, order, weeding and maintenance of the collection. The Teen Librarian will also develop, plan, and conduct teen programs and teen advisory board. The ideal candidate will be friendly, energetic, and technology proficient, with a commitment to professionally serving and engaging teens from ages 12 – 18 years.

## JOB DOMAIN

### A. Service Duties

1. Present a caring, approachable and professional demeanor while providing exceptional service at the point-of-need that will help create a favorable library experience for patrons and the community at-large.
2. Provide courteous, professional library service by answering reference questions and assisting patrons with locating and interpreting traditional library resources as well as current and emerging technology resources, in person, by phone, and through electronic mail and social media.
3. Create and maintain a fun, positive, and safe environment for teens to enjoy while promoting engagement, providing connection, establishing trust and maintaining professionalism.
4. Instructs teens and caregivers in information gathering, research skills, and digital literacy skills.
5. Promote interest in the library as a community resource through participation in community organizations and events.

6. Develop and oversee teen advisory board.

## **B. General Duties**

1. Develop and maintain teen print collections to meet patron's needs. Examine professional publications and other sources for selection of books, periodicals and other materials.
2. Apply weeding principles based on Collection Development Policy to ensure the collection's currency and suitability. Monitor the status of the existing collection for condition of materials.
3. Complete readers' advisory services and advise patrons regarding books that support their specific reading needs and interests.
4. Develop and compile information and instructional materials for patrons such as pathfinders, bibliographies, instructional sheets and other aids to meet informational needs.
5. Create and organize displays to promote library resources.
6. Using a connected learning approach, develop, plan and conduct teen programs and book discussions (in coordination with other Youth Services Staff) for inside the library, virtually or on location.
7. Plans, implements, and evaluates library programs and services which fulfill the diverse educations, recreational and personal needs of local teens.
8. Inform patrons of library policies and procedures.
9. Assist with collection and analysis of data on library use, services, trends, and community resources.
10. Perform routine desk duties on a regularly scheduled basis including some nights and weekends.

## **C. Other Duties**

1. Provide on-the-job training to teen volunteers.
2. Assist with daily shelving, straightening, and shelf-reading.
3. Provide roving reference service.
4. Assist patrons and staff with information and troubleshooting on computers, mobile devices, and copiers.
5. Answer and route in-coming phone calls.
6. Make meeting room reservations.
7. Attend general library, staff, and service area meetings.
8. Participate on committees as applicable.
9. Serve as "librarian-in-charge" in the absence of all leadership team members.
10. Submit a monthly report incorporating statistics on service functions and work accomplished.
11. Participate in professional development activities to keep abreast of current trends and new techniques in the field of librarianship.
12. Actively pursue and foster effective relationships with schools, community groups, agencies, and non-profits that target youth in order to plan and deliver programs and services that meet local teen needs and interests.
13. Provide support to leadership of Library through collaborative problem solving. Engage in effective teamwork to achieve commitment to goals through positive collaboration and effective facilitation of meeting and decision-making processes as required.

## KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of development, recreational and education needs of teens.
2. Knowledge of current trends in library services for and with teens.
3. Knowledge of standard library procedures, current information technology, Internet and database search capabilities.
4. Knowledge of best practices in teen services, including guidelines and standards published by ALA, YALSA and other recognized organizations.
5. Cultural competence skills.
6. Ability to communicate effectively with others, orally, and in writing, including through email.
7. Ability to identify and translate teen needs and interests into effective library services and programs.
8. Able to establish and maintain effective working relationships with co-workers, patrons, user groups, community organizations, volunteer groups, and to serve the public courteously.
9. Able to recognize and set priorities, and to use initiative and independent judgement in a variety of situations.
10. Able to learn and stay current with emerging technology, including digital media.
11. Must be able to speak distinctly to large groups.
12. Comprehensive knowledge of 21<sup>st</sup>-century public library service, policy, standards, and procedures; and general collection; basic computer hardware and software applications and their use; mobile devices and their use; library databases and online resources including the Digital Library; Youth Services equipment, including basic troubleshooting.
13. Ability to define problems, collect data, establish facts, and draw valid conclusions; identify future needs and develop plans to meet those needs especially as applicable to youth services assignment area; exercise discretion, consistency, and independent judgment; work at a varied pace within the context of the working conditions listed below; perform with a high level of accuracy independent from supervisor examination; obtain and maintain a working knowledge of library computer systems and other technologies as they pertain to Youth Services; train patrons in the use and services of the library; work some evenings and weekends; and travel independently.
14. Proficient skills in all forms of communication, written and oral, within a variety of settings; critical inquiry and logic as applicable to work duties; usage of office and communication equipment, and prioritization and time management.

## WORKING CONDITIONS

The ***physical demands and work environment*** of this position are typical of an interior/office work environment with limited physical effort required and no or very limited exposure to physical risk.

### **Essential physical abilities include:**

1. Sufficient ***clarity of speech and hearing*** or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
2. Sufficient ***vision or other powers of observations***, with or without reasonable accommodation, which permits close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
3. Sufficient ***manual dexterity*** with or without reasonable accommodation, which permits the employee to operate a personal computer and related office equipment.

4. Sufficient **personal mobility and physical reflexes**, with or without reasonable accommodation, which permits the employee to function in the context of the Information Services Librarian position to include but not be limited to: lifting, moving, carrying up to 20-30 pounds; prolonged standing and/or sitting; and the capability to travel independently.
5. **Environmental conditions** include those risks normally associated within the context of an office environment and exposure to weather conditions when/if traveling on business and potential exposure to computer and office equipment cleaning chemicals and solutions. The noise level is usually minimal.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

1. Master's degree in Library Science from an ALA accredited graduate library school is preferred (or enrolled and obtaining MLS within the first twelve months) or must have a Bachelor's degree and Librarian Certificate 4 (LC4).
2. Previous library experience with programming is desired.
3. Previous experience working with teens preferred.
4. Public Librarian Certificate 3 (LC3) or the ability to obtain LC3 within the first twelve months preferred.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES TO BE PERFORMED  
BUT DOES NOT EXCLUDE OTHER OCCASIONAL WORK, PROJECTS, OR DUTIES AS  
ASSIGNED BY MANAGEMENT.

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*Supervisor/Manager*

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*Date*

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*Employee*

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*Date*