



TEEN SERVICES LIBRARIAN

A full time, exempt position, responsible for the administration of the Teen Services Department. Work involves providing leadership and management of teen services. Serves as Person-in-Charge as assigned. Reports to the Executive Director. Evening and weekend work may be required. Access to transportation is required.

Primary Responsibilities

- Works at the teen desk, performing reference and reader's advisory service; places interlibrary loan requests
- Plans, implements, and evaluates programs for teens
- Represents the library to the community by giving tours and visiting local organizations
- Responsible for the development and maintenance of the teen collections and the monitoring of the materials budget
- Responsible for the overall organization, appearance, appeal, and safety of the Teen Services Department
- Responsible for the contents of the Teen Services Department page on library website
- Compiles statistics for monthly and annual reports
- Monitors patron use of teen areas
- Understands and enforces library policies and procedures
- Serves on the management team and assists with developing, implementing, and evaluating of library policies, as well as both short and long term goals of the library
- Attends relevant meetings, workshops, and training
- Performs other duties as assigned

Performance Expectations

- Proficient knowledge of literature for and issues facing teens
- Knowledge of technology, including computer and software
- Ability to establish and maintain effective working relationships with staff and patrons
- Ability to set priorities, make independent decisions, and exercise discretion with library patrons and staff
- Ability to work collaboratively and effectively resolve service issues using independent judgement
- Excellent verbal and written communication skills in English
- A friendly and approachable manner with the ability to calmly exercise tact and diplomacy in difficult situations
- Willingness to learn new skills and procedures; easily adaptable to change
- Exceptional organizational skills and sharp attention to detail
- A team player who contributes to a positive work environment
- Ability to bend, stoop, lift, and carry

Qualifications

- A master's degree from an ALA accredited LIS program
- Minimum one year of work experience in a customer focused environment; library experience preferred