

TOWN OF CANTON

TITLE: Teen Services Librarian **CLASS:** Hourly/Non-Union
DEPARTMENT: Canton Public Library **DATE:** June 12, 2013

POSITION DESCRIPTION

The Teen Services Librarian oversees the library's outreach to teenagers, defined as patrons ages 10 to 18. The position is responsible for collection development, reference and readers' advisory guidance, program planning and presentation, publicity, and other activities that encourage the use of the library and its resources by teen patrons.

SUPERVISION RECEIVED

The Teen Services Librarian works under the general guidance and supervision of the Library Director.

ESSENTIAL JOB FUNCTIONS

- Selects library materials for acquisition to and withdrawal from the teen collection; develops the teen collection through regular evaluation
- Reads professional review journals, places orders for materials selected for purchase, and verifies invoices of teen materials received
- Catalogs and classifies teen materials, and assists with physical processing and database management of teen materials for acquisition and withdrawal
- Provides reference assistance to teen patrons using both printed materials and online resources; assists with interlibrary loan and circulation services for teens
- Interacts with the schools to provide materials for research assignments
- Offers readers' advisory guidance to teens, parents, and teachers
- Instructs teens in the use of the library's catalog, databases, and other resources
- Conducts tours and library orientation visits for students, parents, teachers, and other age-appropriate groups
- Plans, presents, supervises, and evaluates library programs of interest to teens; interacts with outside entities to plan and present special teen-interest events
- Acts as staff liaison to the Teen Advisory Group
- Creates booklists, displays, brochures, questionnaires, fliers, and publicity releases directed toward teen patrons
- Maintains and updates the library's teen blog, teen Facebook page, and other social media
- Maintains statistics of teen programs and services
- Prepares narrative and statistical reports for the Library Director, as requested
- Participates in activities of professional organizations and the Connecticut State Library to remain aware of developments in the library profession and in public library teen services
- Directs activities and delegates work to other staff and volunteers assigned to Teen Services by the Library Director
- Performs additional tasks and duties as necessary and/or as requested by the Library Director

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Administrative ability to initiate, organize, and follow through on library services, programs, and special projects
- Ability to supervise
- Commitment to excellence in customer service
- Thorough knowledge of teen literature
- Ability to deal amicably and effectively with teen patrons, coworkers, professional colleagues, and the general public

- Knowledge of automated library systems
- Proficient computer skills including Microsoft Office programs and social media management
- Ability to perform under pressure with tact, patience, flexibility, and good humor
- Ability to communicate effectively, both orally and in writing

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may be exposed to airborne particles. The employee will be required to provide his/her own transportation.

- Ability to sit or stand for extended periods of time
- Ability to move, bend, stoop, and lift and carry books and files of approximately 35 pounds or less
- Ability to maneuver a fully loaded book cart
- Works in library setting subject to continuous interruptions and background noises
- Work may include extended periods of time viewing a computer video monitor and/ or operating a keyboard
- Intermittent exposure to video display terminals
- Ability to work under stress with demanding deadlines, public contact, and changing priorities and conditions
- Ability to read printed material and a computer screen
- Communicate effectively with individuals in person and over the telephone
- Ability to file books, periodicals, reports, etc. on shelves ranging from 1' to 7' from the floor
- Ability to move throughout the Town, Library, Town Hall and other Town buildings and sites
- Requires flexible working hours
- Some travel required to attend meetings in Canton and outside of Canton

REQUIRED MINIMUM QUALIFICATIONS

The requisite knowledge and skills generally would be acquired with a with a Bachelor's Degree in Library Science from an ALA-accredited college or university and four years of library experience working with older children and/or teens; or a similar combination of work experience and education.

LICENSE OR CERTIFICATE

Must possess a valid and current driver's license

I understand that nothing in this position description restricts the Town of Canton's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the town administration's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

NOTE: The above description is illustrative only and is not meant to be all-inclusive.