

Teen Services Librarian

Reports to: Head of Youth Services

Typical Responsibilities of Position

Under general supervision, performs professional library work. May have decision-making responsibilities and direct the work of others.

Duties/Examples of Work

1. Assist library users at the service desks and performs routine circulation duties.
2. Assists individuals and groups in using the library's computer systems, such as the internet, public catalogs, and databases.
3. Participates in collection development, with both selection and collection maintenance duties.
4. Plans, coordinates, and presents programs primarily for teens and select programs for children and adults.
5. May participate in outreach activities in and around Grafton community.
6. May be designated to focus on particular patrons groups and subject areas, such as, but not limited to: Children, Teens, Adults, Fiction, Nonfiction, Media.
7. Prepares marketing materials for local posting for library programs and services.
8. Acts as person-on-charge of facility when designated.
9. Performs reader's advisory and other patron assistant services.
10. Plans special interest displays; programs and projects; prepares copy for routine publicity.
11. Participates in website and social media development and maintenance as directed.
12. Coordinates youth volunteers throughout the year.
13. Explores grant funding for new projects and services for the library.
14. Performs other duties as assigned.

Knowledge and Abilities

1. Ability to guide the work of others.
2. Advanced knowledge of library operations, services, and materials.
3. Understanding of basic library principles, procedures, technology, goals, and philosophy of service.
4. Ability to use library hardware and software, including the ability to use the library's databases and other technological resources.
5. Ability to effectively present information and respond to questions from patrons, to provide effective customer service, including conducting reference interviews in a professional manner.
6. Ability to maintain confidentiality of patron information.
7. Ability to gather statistics, analyze information, and write reports.
8. Knowledge of databases and search methods.
9. Ability to understand library policies and procedures and apply them to library operations.
10. Ability to use knowledge and training to serve the needs of the library productively.
11. Ability to apply interpret technical regulations and instructions, and apply technical knowledge.

12. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in writing.
13. Mobility: travel outside of the library on occasion.
14. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, colleagues, and supervisors.
15. Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.
16. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.

Physical Demands of Position

1. Working in confined spaces.
2. Sitting, standing, walking, climbing (with short step stool), bending, twisting, stooping, kneeling, and crouching.
3. Picking up and shelving books and other library materials.
4. Lifting and carrying 35 pounds or less.
5. Pushing and pulling objects weighing 300 to 400 pounds on wheels.
6. Speaking and hearing on the telephone.
7. Keyboarding, writing, filing, sorting, shelving, and processing.

Mental Requirements of Position

1. Analytical skills: identify issues and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
2. Creative decision-making: effectively evaluate or make independent decisions based upon experience, knowledge, and training.
3. Communication skills: effectively communicate ideas and information in both writing and speaking.
4. Mathematical ability: calculate basic arithmetic (addition, subtraction, multiplication, and division) with or without the aid of a calculator.
5. Planning and organizational skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
6. Time management: set priorities to meet assigned deadlines.

Environmental/Working Conditions

1. Some evening and weekend hours.
2. Inside work environment with a minimum of outside work.

Education and Experience

1. Bachelor's degree required. Master of Library Science degree from an American Library Association accredited institution preferred.
2. Library experience preferred.