



Job Description

JOB TITLE	Teen Librarian
DEPARTMENT	Public Services
REPORTS TO	Public Services Manager

JOB SUMMARY

Clearview Library District is seeking a community-oriented, innovative, and compassionate Teen Librarian. The Teen Librarian oversees all services related to teens and young adults, and liaises with public entities within the community.

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ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, conducts or coordinates, and evaluates a regular schedule of high quality and inclusive programs for teens. Programs occur both in and outside of the library.
- Performs collection development with an emphasis on developing and marketing teen materials, including selecting and ordering material.
- Determines usage patterns of collections by assessing frequency of circulation, physical condition, and other criteria.
- Conducts outreach to adolescent-serving community organizations, informing them of library services and developing mutually beneficial partnerships.
- Maintains and cultivates contact with area schools.
- Translates new and emerging technologies into services that align with the library's mission and community needs.
- Participates in near-term and long-range planning for teen services and collections.
- Prepares high-quality promotional materials for teen programs and services.
- Prepares monthly progress reports. Consistently and clearly communicates the needs of our teen community and progress toward building relationships.
- Serves on the library leadership team and contributes to library strategic planning.

- Assists in monitoring the public service floor.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Stays current on emerging library trends by maintaining memberships in professional organizations, reading professional journals, attending webinars, library conferences, workshops, and trainings.
- Other duties and responsibilities as assigned.

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KNOWLEDGE, SKILLS, AND ABILITIES

- Dedication to exemplary customer service.
- Proven ability to conduct successful library programs inside and outside of libraries.
- Proven ability to build library collections.
- Knowledge of current trends in library service.
- Excellent oral and written communication skills.
- Social media skills including Facebook, Twitter, Instagram, Snapchat.
- Strong organizational and problem solving skills.
- Demonstrated ability to think analytically, exercise initiative, and act in the best interest of the library.
- Ability to work independently and adapt to a fast-paced work environment.
- Proficiency in digital literacy.
- Effective in leading and working with a wide range of constituencies.
- Must be a team player.
- Ability to work a varied schedule.

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EDUCATION, EXPERIENCE AND MINIMUM REQUIREMENTS

- Requires a Master's Degree in Library Science from an accredited college or university.
- Two years of experience in a public library setting working with teens and collections strongly preferred.

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PHYSICAL DEMANDS / WORK ENVIRONMENT

Physical Demands: Stationary position for the majority of the work time with continuous exposure to a computer screen. The job occasionally requires stooping or bending. Occasional light lifting, such as three or four reams of paper, four or five books, or other materials (up to 20 pounds) may be required. May push book carts filled with materials. Required to use motor coordination with finger dexterity (keyboard and shelving), eye-hand coordination, data entry and computer use for accessing information. Should be conscious of appropriate ergonomics and workstation setup.

Work environment: Professional and service-oriented work environment, open to the public throughout the week including nights and weekends. Environment is welcoming, inspiring, creative, and team-oriented.

*The above description and statements are intended to describe the general nature and level of work being performed by the employee. They do not represent an exhaustive list of **all** job related responsibilities and duties performed or expected of the employee.*

Updated Nov. 14, 2017