

# Henderson County Public Library District

## Teen Services Librarian

### Job Description

#### JOB SUMMARY:

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The Teen Librarian is responsible for providing quality library service and programming to young adults (typically ages 12 – 18) with diverse backgrounds and abilities. Additional responsibilities include collection development, reader's advisory, and collaboration with schools and community partners.

#### GENERAL DUTIES AND RESPONSIBILITIES:

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- Maintain good relations with public and staff.
- Follow policies and procedures consistently.
- Attend and participate in meetings, workshops, and conferences as appropriate.
- Perform other duties as assigned.

#### SPECIFIC DUTIES AND RESPONSIBILITIES:

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- Provide direct assistance to young adult patrons regarding use of library materials and services.
- Oversee collection development and maintenance of the teen collection.
- Maintain order and neatness of materials throughout the teen collection.
- Maintain and cultivate contact with parents and other family members, the public, schools, teachers, other libraries, state and regional library associations, and other professional organizations.
- Promote young adult library services directly to young adults through school visits, library tours, etc., and through engaging their parents, educators and other youth-serving community partners.
- Coordinate daily activities of staff and volunteers assigned to young adults.
- Create, plan, organize, promote and present a variety of programs and activities to encourage the use of the library by young adults between the ages of 12 and 18.
- Attend professional library conferences, seminars, and network committees.
- Demonstrate dedication to the field of teen library services by keeping abreast of current literature and developments.
- Organize, maintain, and inform appropriate personnel that supplies are needed.
- Compile and report statistics as required.

## PHYSICAL REQUIREMENTS:

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The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. The employee is regularly required to stand; sit; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; and talk and hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

## EDUCATION AND EXPERIENCE REQUIREMENTS:

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- Master's degree in Library Science from an ALA-accredited program required.
- Consideration may be given to candidates without a Master's degree in Library Science based on a combination of education and relevant experience.
- Library service experience required.
- Experience with young adults (ages 12 to 18) required.
- Working knowledge of computers and social media platforms required.

## GENERAL KNOWLEDGE, SKILLS AND ABILITIES:

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- Ability to learn and operate library automated system with high degree of efficiency.
- Ability to organize work, set priorities, use time effectively, work independently, and meet deadlines.
- Excellent written and verbal communication skills are required.
- Ability to multi-task and work with frequent interruptions.
- Ability to interact with people of varying personalities and ages in a variety of situations.
- Ability to follow through on numerous details, maintain records in a standard, orderly, systematic fashion, and work well under pressure.
- Ability to analyze and to creatively solve problems related to the position.
- Ability to work with enthusiasm and initiative.
- Flexible, adaptable, and able to flourish in a changing environment.
- Cross-training in order to perform other duties and responsibilities is required.

## SPECIFIC KNOWLEDGE, SKILLS AND ABILITIES:

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- Must like teens and be comfortable working with them individually and in groups.
- Knowledge of teen books and authors.
- Knowledge of recreational and educational needs of young adults.
- Ability to translate young adult needs and interests into effective library services and programs.
- Knowledge of current trends in library services and young adult literature.
- Knowledge of selection, deselection, and evaluation of library collections.

- Knowledge of standard library procedures, computer technology, Internet and database search capabilities.
- Knowledge of the developmental needs of young adults in order to provide the most appropriate resources and services.
- Knowledge of popular culture and technological advances.

**WORK SCHEDULE:**

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This is a full-time position that requires 40 hours per week. Varied schedules will include mornings, afternoons, at least one evening per week and one Saturday per month. Dependability and diligent attendance are required.

**SPECIAL REQUIREMENTS:**

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Requires obtaining the appropriate certification from the Kentucky Board for the Certification of Librarians.

**SUPERVISORS:**

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Library Director and Assistant Director