Ela Area Public Library District
Job Description

The Ela Area Public Library is committed to providing excellent service to its community. Staff members are expected to interact with patrons and staff with courtesy and respect. Facing rapid technological and organizational change, libraries and their staffs must be adaptable and engage in continuous learning. Staff development will be offered in continuing education, workshops and seminars and employees are expected to take advantage of appropriate opportunities.

POSITION: Teen Librarian  SALARY CLASS: 7
DEPARTMENT: Popular Materials  REPORTS TO: Popular Materials
Department Head

RESPONSIBILITIES:

- Supports the overall mission of the Library by effectively providing library services to teens and the community.
  - Coordinates and plans a wide range of relevant teen programs.
  - Creates and maintains teen displays and bibliographies.
  - Oversees outreach to middle and high schools.
- Performs and oversees collection development for Teen Collection, Teen magazines, board games, etc.
- Manages the teen volunteer program.
- Maintains awareness of current Readers Advisory and Teen Services practices.
- Assists with the development of the Library’s strategic plan in regard to Teen Services.
- Manages the upkeep of the Teen Lounge and video games and equipment.
- Plans makerspace activities for teens.
- Serves on the Makerspace Committee and other Library committees, as needed.
- Attends appropriate meetings and continuing education opportunities and reads relevant professional literature.
- Performs regular duties at the Information and Readers desk.
  - Delivers excellent customer service.
  - Provides general reference and reader’s advisory service.
  - Assists and instructs patrons with public computer catalogs, Internet, electronic resources, digital materials, and photocopiers.
  - Serves as a certified passport agent.
  - Registers voters, if eligible.
- Works collaboratively on library-wide initiatives.
- Cross trains with the Children’s Department to sit at their desk, when needed.
- Responsible for monthly statistical reports, as assigned.
- Other duties as assigned.

REQUIREMENTS:

EDUCATION: Master’s Degree in Library Science

EXPERIENCE: One year public library experience preferred, with experience working with teens and/or relevant coursework in teen services. Spanish skills a plus. Ability to travel locally as needed.
KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:
- Teen Services trends and best practices.
- Makerspace technology.
- Current teen literature, popular fiction, and of readers advisory tools and practices.
- Current public library practices and procedures.
- Community needs and interests.
- Library policies and procedures.
- Technology applications relative to popular materials services.

Ability to:
- Meet the Library’s Standards of Service.
- Work independently to learn emerging technology.
- Collaborate effectively.
- Deal with multiple tasks effectively and efficiently.
- Organize and prioritize activities and events.
- Interact with patrons and staff courteously, skillfully and accurately.
- Communicate effectively with staff and public.
- Problem solve.
- Train/assist others in use of equipment/software.
- Work as a member of a team.
- Follow directions and complete assignments in a timely manner.
- Interpret Library policies to the public.
- Work independently.
- Follow through with tasks to completion.
- Read small print.
- Carry items up to 50 pounds.
- Bend, reach, and lift items up to 20 pounds.
- Push and pull cart up to 200 pounds.
- Work nights and weekends.
- Learn use of telephone system, scheduling software, email, etc.
- Have attention to detail.
- Process passports.
- Work in a fast-paced environment.