

Job Description

Troy-Miami County Public Library

Job Title: Teen Services Librarian

Department: Patron Services

Immediate Supervisor: Patron Services Senior Manager

Status: Full-time, non-exempt

Job Description

An employee in this position advances the mission of the library by providing library services to pre-teens and teens at the Troy Library. Duties include, but are not limited to planning, implementing, assisting, and evaluating library programs and services, which fulfill the diverse educational, recreational and personal needs of local teens. Additional duties include providing reference assistance, creating book displays and other artistic displays, and working public services desks.

Responsibilities

- Responsible for ongoing programming for tweens and teens.
- Create a welcoming experience in the Teen area through personal presence and area's design.
- Designs, promotes, presents, and evaluates teen programs and activities that appeal to the tween/teen crowd, both in the library and in the community.
- Suggests teen titles for purchase or replacement.
- Provides service to schools, community organizations, government agencies, and other groups as appropriate. Provides library outreach programs and school visits that meet community needs.
- Able to provide all library users with assistance in reference, readers' advisory, information literacy, and in the use of library materials (all formats).
- Work regular hours at public service desks.
- Able to maintain effective relationships with fellow employees, other agencies, and the public.

Qualifications

- College degree and experience working with children in grades 6-12 required. Master's in Library and Information Science preferred.
- Self-motivated, organized, efficient, and productive with excellent time management skills
- Must love tweens and teens even ones who are quirky, ask odd questions, and/or may have a slight attitude.
- Tolerance for mild chaos and a reasonable amount of noise is a necessity.
- Able to effectively present information and respond to questions from teens, parents, teachers, patrons, managers, coworkers and members of the community. Ability to

apply active listening skills. Ability to deal effectively with confrontational individuals and/or challenging situations.

- Knowledge of children's and young adult literature.
- Energetic, innovative, and forward-thinking.
- Crafty, creative, imaginative, and able to establish a good rapport with tweens and teens.
- Excellent written and verbal communication skills.
- Able to stand for extended periods of time.
- Schedule may include daytime, evening, and weekend hours.

Physical Demands and Working Conditions

- Ability to operate standard office equipment, daily.
- Ability to stand for extended periods of time, occasionally.
- Ability to lift and move a minimum of 40 pounds, occasionally.
- Ability to push book trucks with materials on them, occasionally.
- Ability to perform repeated reaching, bending, climbing and squatting, daily.
- Ability to work in a team setting.
- Requires availability for occasional nights and weekends.
- Requires regular participation and attendance at events and trainings
- Requires ability to travel to off-site locations, occasionally.

Position Requirements

- Attendance and reliability: Demonstrates reliability by arriving to work, meetings and appointments on time and by completing assignments in expected time frames.
- Customer Service: Strives to maintain positive internal and external customer service relationships. Represents the library in an appropriate manner when dealing with staff, managers, vendors, contractors, colleagues, and members of the public.
- Diversity: Treats others with respect and consideration regardless of their cultural background, status, lifestyle choices, or position.
- Initiative: Seeks increased responsibilities. Takes independent actions. Asks for and offers help when needed. Displays original thinking and creativity.
- Teamwork: Exhibits a willingness to work in a team-oriented environment. Demonstrates pleasant communication skills and supports others in the completion of library operations. Able to deal effectively with confrontational individuals and/or challenging situations.
- Organizational Ethics: Maintains a high level of ethics, integrity, and confidentiality. Follows all library policies and procedures.
- Safety/Security: Observes safety and security procedures. Promptly reports potentially unsafe conditions. Operates and uses equipment and materials properly. Satisfactory completion of background check.
- Professional Development: Stays informed of current trends and issues. Exhibits motivation and commitment to improve work related knowledge, skills, productivity, and abilities.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by an individual working in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

Troy-Miami County Public Library is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. Troy-Miami County Public Library’s management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs and general treatment during employment.

By signing below, I signify that I understand the responsibilities of the position Teen Services Librarian, meet the minimum qualification, and am capable of meeting the required duties:

_____	_____
Employee Signature	Date
_____	_____
Supervisor Signature	Date