

Job Description: Teen Librarian Newton Public Library

POSITION SUMMARY:

Develops and maintains a dynamic program of service to middle-school and high-school youth (grades 5-12) through effective programs, collection development, and customer service. Plans and implements the yearly tween/teen Summer Reading Program and other initiatives to promote reading and lifelong learning. Builds partnerships with area youth-related organizations. Works as part of a team with other library staff members, demonstrates flexibility and a positive attitude, and contributes to the overall successful operation of the library.

HOURS: Hourly, full time (40 hours) – non-exempt for purposes of Fair Labor Standards Act. Typically works one evening a week and one Saturday per month, and to cover events as needed.

SALARY: Position is expected to start at \$20.50/hour. Position range is \$20.50-\$28.75/hour. Includes individual health and dental insurance paid in full, KPERS retirement benefits, paid holidays, and paid vacation/sick leave.

SUPERVISED BY: Library Director & Assistant Director

SUPERVISES: Desk aides & volunteers when scheduled in tween/teen area

ESSENTIAL FUNCTIONS:

Specialized:

- Plan an active, engaging program of activities for tweens and teens to foster a love of reading, use of the library, and lifelong learning. Expected 4-8 programs/month.
- Maintain an inviting teen area, including displays, collections and activities.
- Engage with young users and their grownups, and encourage youth in productive engagement with the library, particularly at high-traffic times such as after-school hours.
- Work closely with the Children’s Librarian to maintain engaging spaces, collections, and programs for youth, and to ensure cohesion among library services for all youth.
- Assist with collection development, evaluation and maintenance within YA collection, recommend materials to be purchased for the YA collection, and assist with weeding of YA library materials based on library guidelines.
- Cultivate partnerships with area schools and other youth-related organizations to promote library services, literacy, and youth well-being.
- Attend events to promote library services to tween/teen audiences and their caregivers.
- Prepare necessary statistics, annual and state reports as assigned by Director.
- Assist with general staffing of YA and children’s area to assist patrons.

General:

- Provide customer service to library patrons of all ages, including reference, information, and readers' advisory services, and interpretation of policies to patrons.
- Assist and instruct patrons and staff in the use of technology as it relates to library materials, online databases, email, Internet resources, and computer applications.
- Perform circulation desk procedures, both computerized and manual.
- Participate in staff and project team meetings.
- Perform basic diagnostic troubleshooting on computers.
- Actively participate in continuing education efforts.
- Serve as supervisor-on-duty, including opening and closing, and following safety and emergency procedures.
- Assist with physical appearance of service areas and maintenance of building, advising Director of needed actions and performing routine custodial functions when no custodian is present.
- Represent and promote interest in the library as a community resource including visiting and speaking to individuals, educational, civic, cultural and social organizations.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Familiarity with YA literature and tween/teen development
- Computer literacy; must be competent in usage of computer, the Internet, and general word processing software
- Ability to work independently with minimal supervision and be able to prioritize tasks;
- Ability to be courteous to coworkers, work effectively in shared workspace, value diverse work styles, accept and give constructive criticism in a positive manner and be sensitive to personal habits that impact coworkers.
- Ability to provide customer service with a positive attitude, and effectively deal with members of the public, even in stressful situations.
- Ability to communicate clearly and effectively with tact and courtesy in dealing with staff and public
- Ability to create a welcoming environment for public and staff.
- Ability to maintain confidential information.
- Ability to plan for anticipated needs and organize data to support budget.
- Ability to take charge and deal effectively with crises.
- Ability to work honestly and independently in a self-motivated manner with attention to detail

EDUCATION AND EXPERIENCE:**Required:**

- BA/BS from an accredited institution
- Experience working directly with tweens and/or teens

Preferred:

- Master of Library Science degree, or degree in education or related field
- Previous public library experience

Required Licenses or Certification: Must possess or have ability to obtain a valid Kansas Driver's License. Successful completion of pre-employment screening tests including Drug and Alcohol, Physical Examination and Criminal Background Check.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. Physical requirements include the ability to stoop, bend and stretch to retrieve and shelve materials. Must be able to stand for extended periods of time. Ability to lift and carry up to 50 pounds and push a cart of books is required. Ability to set up and take down tables, chairs, and meeting room furnishings is required. Travel to workshops, conferences and meetings may be necessary.

Work Environment

This position operates mainly in an office setting and routinely uses standard office equipment. There will be some travel required and some work outdoors at programs and events. This is a fully on-site position.

Newton Public Library is an Equal Opportunity and ADA/AA Employer and values diversity in its workforce