



The Town of Avon Announces the Recruitment for  
the Following Position:

***Teen Librarian***

**Department:** Library

**Reports to:** Children's & Teen Services Manager

**Date Posted:** May 3, 2022

**Status:**

**Full-time, 37.5 Hours/Week**

**Salary Grade UP I: \$56,828-\$79,871, Annualized**

**Closing Date:**

**May 17, 2022, 4:00 p.m.**

Full-time benefits include Health Insurance, Life Insurance, Long Term Disability, 401 (a) Pension Plan, Paid Holidays, Vacation and Sick Leave.

**To Apply For this Position:** An Employment Application is available in Job Opportunities on the Human Resources page of the Town website [www.avonct.gov](http://www.avonct.gov). Applications may be emailed to [HR@avonct.gov](mailto:HR@avonct.gov), dropped off at the Human Resources Department, or sent by mail: 60 West Main Street, Building #5, Avon, CT 06001, by closing deadline. Successful candidate must pass a written exam and/or interview, drug test, and background check prior to employment.

**Summary:** Supervises Teen Department. Duties including patron customer service, collection development, planning, organizing, reference, reader's advisory, creating and implementing teen programs. Under direction of Children's and Teen Services Manager, assigns responsibilities, outlines policy and procedures, provides guidance, evaluates work for accuracy and effectiveness. Works independently in assigned areas. Provides direction to Library Specialists, Library Assistants, Library Pages, volunteers. May act as temporary department manager in absence of Children's & Teen Services Manager.

**Examples of Duties:** Plans, organizes, maintains teen collection. Analyzes, develops collection. Reads reviews, selects books and materials for purchase. Provides reference and Reader's Advisory service for teens. Assists patrons in library use and resources. Assists teens, parents, teachers, adults in selecting teen books, audiobooks, library materials. Initiates, plans, conducts programs and activities, encouraging use by teens ages 12 to 18, including: films, special events, educational programming, reading clubs, school and community outreach. Promotes programs and services, including: press releases, flyers, email, social media, public relations. Involves teens in planning and implementing their own services. Maintains pleasant, inviting, safe environment for adolescents. Trains and supports other staff in services for adolescents. Coordinates volunteers assigned to Teen area. Participates in developing Teen Services goals, policies, and procedures. Advocates for teens, teen services with communities. Seeks collaboration with local schools, Avon Youth Services Bureau, teen interest agencies. Makes community presentations explaining program and services. Assists with regular management reports. Provides materials classification and cataloging assistance. Assists with managing allocated budget. Monitors expenditures, suggests department purchases. Seeks grant funding to support programs. Reads and stays current on emerging, popular authors. Participates in professional organizations. Attends staff meetings.

See the accompanying job description for additional information.

**Minimum Qualifications:** Master's Degree in Library Science and minimum of one (1) year of public library experience. Thorough knowledge of teen literature, youth materials. Common computer applications, including MS Office suite, Internet, social media; especially current and emerging teen platforms.

**Preferred:** Familiarity with the Sierra integrated library system is desirable.

**License or Certification:** Valid driver's license.

EEO/AA