

TOWN OF AVON

Title: Teen Librarian
Department: Library

Revised: April 2022

POSITION SUMMARY: Provides customer service to patrons. Performs professional library duties in the areas of Teen Services. Plans, organizes, and supervises the Teen Department including; collection development, reference, readers advisory, creating and implementing library programs primarily for teen patrons.

SUPERVISION RECEIVED: Works under the general direction of the Children's & Teen Services Manager who; assigns areas of responsibilities, outlines policy and procedures, provides guidance as necessary, and evaluates work in terms of accuracy and effectiveness. Works independently in assigned areas.

SUPERVISION EXERCISED: Provides general direction to Library Specialists, Library Assistants, Library Pages and volunteers. May act as a temporary department manager in the absence of the Children's & Teen Services Manager.

ESSENTIAL FUNCTIONS:

Plans, organizes, and maintains the library's teen collection. Analyzes collection for development needs. Reads reviews and selects books and other materials for purchase.

Provides reference and reader's advisory service for teen patrons. Assists library users in the use of the library and its resources. Assists teens, parents, teachers and other adults in selection of teen books, audiobooks and other library materials.

Initiates, plans and conducts a variety of programs and activities to encourage the use of the library by teens between the ages of 12 to 18, including but not limited to films and special events, educational programming, reading clubs, school and community outreach. Promotes programs and services through press releases, flyers, email, social media, and other public relations channels. Involves teens in planning and implementing services for their age group.

Maintains a pleasant, inviting, safe environment for adolescent patrons.

Trains and supports other staff members in the provision of services for adolescents, as appropriate.

Coordinates volunteers assigned to Teen area.

Participates in developing goals, policies, and procedures related to Teen Services.

Advocates for teens and teen services with other community agencies.

Seeks collaboration with local schools, Avon Youth Services Bureau, and other agencies that serve teens interests.

Makes presentations to community groups to explain library programs and services. Assists with regular management reports.

Provides material classification and cataloging assistance as needed.

Assists with managing allocated budget. Monitors expenditures and suggests purchases for the department.

Seeks funding to support young adult collection and programs through grant opportunities. Regularly reads young adult and children's literature to stay current on emerging trends and popular authors.

Participates in regional, state, and national professional library and public administration organizations, at meetings or conferences, to ensure a continuing awareness of evolving professional standards and programs and opportunities available to the Town and library. Attends staff meetings.

PHYSICAL AND MENTAL REQUIREMENTS/ WORK ENVIRONMENT:

Required for essential duties; reasonable accommodations will be considered under the Americans with Disabilities Act; this list is not all inclusive and may be supplemented as necessary.

Works in office setting and open area subject to continuous interruptions and background noise. Includes exposure to computer screens on a daily basis. May be required to lift and move light to medium weights, for example, books, audio visual equipment, office supplies, etc. Must be able to bend, stoop, stand and reach, climb and kneel on a daily basis. Vision abilities required include close, distance, color and peripheral vision necessary to operate computers and various office equipment. Must be able to hear clearly (correctable to within normal limits). Must be able to work under stress from demanding deadlines and changing priorities and conditions. There is frequent interaction with library patrons, which may cause stress.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Thorough knowledge of: Library operations and library services, Current trends in library services for adolescents, Reference sources, research techniques, and reader interest levels. Working knowledge of: Ability to: Work with young adults of varied backgrounds, ages, and abilities, Create long-range and short-range goals and objectives, Handle a great many details, some simultaneously, with accuracy, Handle a sizable number of young people simultaneously, with skill in mediation, negotiation, and conflict resolution, Exercise initiative and independent judgment, Maintain a calm atmosphere, assure safety, and respond to emergencies, Communicate effectively with others, orally and in writing, Ability to promote and book talk young adult literature to small and large audiences in person and via technology (Zoom, YouTube, etc.)

MINIMUM QUALIFICATIONS:

Master's Degree in Library Science and a minimum of one (1) year of public library experience. Thorough knowledge of teen literature and other materials for youth. Common computer applications, including *MS Office suite*, *Gmail*, and use of the Internet, Social media, especially current and emerging platforms popular with teens.

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

LICENSE(S) AND/OR CERTIFICATION: Valid Driver's License.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The Town of Avon is an Equal Opportunity/Affirmative Action employer.