



## Teen Services Librarian

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<b>Revision Date:</b>	August 2019
<b>Department:</b>	Adult and Teen Services
<b>Job Grade:</b>	7
<b>FLSA Status:</b>	Non-Exempt
<b>Number Supervised:</b>	FT: 0      PT: 0
<b>Reports To:</b>	Adult and Teen Services Manager

### General Description

The Teen Services Librarian provides information on a wide range of topics using print and nonprint materials; provides extensive services in reader's advisory; selects, maintains and weeds materials in assigned subject areas; and instructs patrons on the use of equipment. In addition, this position is responsible for planning, coordinating, and evaluating teen programming.

### Major Duties and Responsibilities (to include, but not limited to)

1. Provides reference and reader's advisory to patrons in Adult and Teen Services. Utilizes library technology including online databases and the Internet, as well as traditional library resources, in answering patron queries. Instructs and guides patrons in the use of library resources.
2. Plans, implements, and evaluates programs that respond to the needs and interests of the community. May solicit donations from local businesses to support these programs. Collaborates with other departments and area libraries on shared programming.
3. Selects, replaces, and weeds materials in designated collection areas using a variety of review sources.
4. Responsible for soliciting, scheduling, developing, and conducting visits to schools, preschools, businesses, or community organizations to provide information on the services and resources of the Library. Engages these groups in the collaborative use of Library services and programs. Arranges visits and tours for groups.
5. Plans and implements outreach activities related to departmental patrons, in conjunction with the Community Engagement Coordinator and other library departments.
6. Promotes interest and use of the collection and services within the library utilizing a variety of methods including displays, bulletin boards, signage, bibliographies, website, newsletters and social media.
7. Serves as Librarian-in-Charge of the building at designated times.
8. Engages in appropriate professional development, including reviewing current professional journals, attending conferences, workshops and meetings, and communicating with peers in other library settings.
9. Evaluates teen space for ease of use, comfort, furniture and shelving needs and makes recommendations for improvements.
10. Recruits teens as library volunteers; assesses, trains and organizes for a variety of library needs including but not limited to summer reading duties.
11. Other duties as assigned.

### Contacts Outside of Library

- School teachers, students, librarians, staff, and volunteers
- Staff at other libraries
- Community organizations
- Publishers and sales representatives

### Necessary Knowledge, Skills, Abilities

1. Extensive knowledge of age-appropriate literature and reference resources. Understanding of developmental stages.
2. Extensive reading background in a variety of genres and subject areas.
3. Ability to establish good rapport and to positively engage departmental patrons.
4. Ability to speak confidently in front of groups.
5. Ability to learn new technology and communicate this knowledge to patrons.
6. Ability to exercise tact and use good judgment in relation to library policies applied to the public.
7. Ability to exercise initiative and to make independent decisions.
8. Ability to organize work and work collaboratively with others.
9. Working knowledge of Windows operating system, MS Office applications, and the internet.



10. Ability to communicate effectively in English, both orally and in writing.

**Qualifications for Appointment**

1. An MLS degree from an ALA-accredited graduate school.
2. One year of work experience in a public service environment. Experience working with teens preferred.
3. Must be available evenings and weekends.

**Working Conditions**

Office environment

**Physical Demands**

Walking, standing, sitting  
Lifting moderately heavy (up to 20 lb.) loads  
Pushing carts  
Shifting books  
Computer use  
Moving tables and chairs

**Other Essential Job Requirements**

On occasion, this position requires attendance at meetings and training outside the Library within Illinois. The position also requires visits to La Grange area schools and other community organizations for site visits. Must have access to reliable transportation.