

## **Teen Librarian**

**Status:** Full-time - 35 hours per week; Thursday evenings and weekends as needed

**Salary range:** \$46,000 to \$47,200 annually

### **Overview**

The Teen Librarian provides professional-level support in a dynamic suburban public library. Under the direction of the Executive Director, this full-time position focuses on library services to tweens and teens.

In addition, this position provides general and specialized reference service and reader's advisory services, participates in collection development and management, and supports our Youth Services staff in planning and implementing services, educational opportunities, and events in the community. Some weekends and evenings required.

### **Responsibilities**

- Takes a leadership role in developing, implementing and evaluating the library's services to tweens, teens, and young adults from 5th grade through age 18.
- Participates in collection development and management duties, which include the selection of print, digital, and nontraditional items, as well as various nonfiction categories.
- Provides specialized reference and training services to educate tweens, teens and caregivers in information gathering, research skills and digital literacy skills.
- Develops and maintains effective relationships with schools, community groups, agencies and nonprofits that target youth in order to plan and deliver programs and services that meet local needs and interests.
- Recruits and coordinates the daily activities of Teen Volunteers and Teen Ambassadors.
- Coordinates library services to students and educators in both public and private schools in the Jamesville DeWitt School District.
- Establishes educational partnerships with area community groups, agencies and nonprofits relevant to teen services.

### **Additional Responsibilities**

- Participates in reference desk and other public service points to answer standard and complex reference questions; provides readers advisory services.
- Supports and participates in library special events, committees, and task forces.
- Keeps abreast of technological changes; ensures efficient use of equipment and resources through communication and training.
- Carries out any other duties within the scope, spirit and purpose of the job.

### **Qualifications**

- Masters in Library Science or equivalent degree from an accredited institution.
- Minimum of 1 (one) year of related experience.
- Valid NYS driver's license.
- Must possess or be eligible for a New York State Public Librarian's Certificate.

- Ability to communicate effectively with a diverse patron population; outgoing, friendly, and approachable.
- Knowledge of current library public service operations and library automation procedures and practices.
- Analytical skills necessary to analyze and interpret information, establish facts, draw valid conclusions, develop and implement responsible strategies.
- Ability to convey ideas, information, and training through public presentation, verbal and written communication.
- Ability to work cooperatively and effectively with staff, patrons, and contacts.
- Ability to work without close supervision and render independent judgment.
- Ability to deal with diverse tasks and responsibilities simultaneously.

### **Physical Activity Requirements**

While performing the duties of this job, the Librarian Assistant stands, reaches with arms; uses hands, fingers, sight, hearing, and verbal communication; bends, stoops, kneels; lifts and carries materials weighing less than 20 pounds; lifts, moves, and/or manipulates bulky items and/or crates of materials weighing up to 50 pounds; and pushes/pulls/maneuvers a wheeled book cart weighing up to 200 pounds when fully loaded. Job duties may occasionally require standing for extended periods of time.

### **Apply**

To apply, email a cover letter, resume, and three references to Briana Galea at [bgalea@cldand.org](mailto:bgalea@cldand.org).

This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This job description will be reviewed periodically as duties and responsibilities change if necessary. Position Descriptions are subject to modification.