

CITY OF WIXOM
EMPLOYEE POSITION DESCRIPTION

POSITION TITLE: Teen & Adult Librarian

REPORTS TO: Library Director

SUPERVISES: --

SALARY RANGE: \$42,791 to \$53,489

QUALIFICATIONS: Master's Degree in Library Science from an ALA accredited school, Librarian certification from the Library of Michigan.

DUTIES AND RESPONSIBILITIES:

- Provides reference and reader's advisory services to all ages in person, by telephone and by e-mail, using materials in a variety of formats.
- Maintains segments of the Library's adult and teen collections by selecting and weeding materials, evaluating their appeal and value to the Wixom community.
- Uses computers and the Internet effectively for providing library service.
- Plans, prepares and presents innovative programs for seventh through twelfth graders, including summer reading activities. Organizes book discussion meetings and other adult programs as assigned.
- Manages the budgets allocated for the assigned adult and teen collections and programs.
- Develops displays and public relations materials to promote teen services, including content for the Teen web page.
- Develops positive relationships with community groups and schools.
- Monitors the behavior of Library users, effectively handling problematic situations.
- Attends staff meetings, conferences and workshops, and reads professional literature to stay current in the field.
- Works collaboratively with all staff to ensure seamless services for all library patrons, particularly during transitional phases.
- Coordinates Information Desk activities, public computer use, and meeting room scheduling.
- Trains individuals and groups in the use of library resources, including the online catalog, databases and the Internet.
- Performs related duties as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. Not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Date Position Last Reviewed: February 2017