

BRANDON TOWNSHIP PUBLIC LIBRARY

Job Description/Position Standards with Qualifications and Requirements

Position: Teen Librarian

Part time 20-24 hours per week

Salary: \$17.15

Deadline for Application: August 21, 2015, 5:00 pm or until filled

Job Summary

Under the direction of the Adult Services Manager, the Teen Services Librarian provides excellent reference and reader's advisory services to the public at the adult reference desk and responsible judgment and initiative in planning and evaluating services to teens both within the library and within the community. This position contributes to collection development and oversees or provides specific programs and services for the department.

Responsibilities

- Leads the Teen Services team in developing goals, policies and procedures as they relate to young adults.
- Initiates, plans, implements and conducts a variety of innovative programs and activities to encourage the use of the library by teens between the ages of 12 and 18.
- At the public reference desk provides reference and reader's advisory services and library orientation and instruction to both teens and adults.
- Promotes, publicizes and represents teen services and the library to the community, schools and other local agencies. Maintains frequent contact with these agencies.
- Represents Brandon Township Public Library at the Young Adult Services meeting hosted by The Library Network cooperative.
- Involves teens in planning and implementing services to their age group.
- Provides and develops special programs or events for adults as assigned.
- Conducts one-on-one and some group training sessions for library patrons and staff in the use of library resources.
- Selects, evaluates, maintains and discards teen materials based on professional judgment, recognized review sources and knowledge of teen preferences.
- Analyze user needs, interests, hold lists, popular topics and other measures to determine future directions of the collection.
- Responsible for budget expenditures in designated area(s) according to established procedures.
- Works with supervisory personnel to seek supplementary funding to enhance library services, including state, federal and private grant funds.
- Contributes to the development and content of the library's website.

Qualifications

Minimum qualifications include a Master's Degree in Library Science from an ALA accredited institution and eligibility for a Michigan Librarian Certificate.

Requirements

- Successful work experience providing direct customer service in a public library setting.
- Experience using library materials in all formats including electronic resources.
- Proactive public service attitude along with excellent communication and planning skills.
- Demonstrate proficiency with electronic databases, Microsoft Office applications, social networking sites, and mobile technology, as it relates to eBooks and other digital resources.
- Ability to work as an effective team member.
- Creative problem solving ability.
- Experience working successfully within a complex organizational structure.
- Ability to work cooperatively with other departments within the organization.
- Awareness of the unique role of the public library in the community.

Department Affiliation/Supervisor

This position reports to the Adult Services Manager.

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Please attach your cover letter and resume to Harmony Crocker, Adult Services Manager at hcrocker@brandonlibrary.org