

BASALT REGIONAL LIBRARY – JOB DESCRIPTION

JOB TITLE: Teen Librarian

SALARY/WAGE: \$27.00 per hour

REPORTS TO: Youth Services Manager

STATUS: Full-time, Hourly, Non-Exempt

DEPARTMENT: Youth Services

HOURS: 40 hours per week; may require evenings and weekends

GENERAL JOB DESCRIPTION

The Teen Librarian develops, delivers, and evaluates engaging library services for patrons ages 10-18, while also supporting broader Youth Services initiatives for ages 0-17. This position oversees the Young Adult collection, coordinates teen programming and outreach, manages the teen services budget, and cultivates strong relationships with schools, community partners, and local organizations.

The Teen Librarian works closely with the Children's Librarian and Youth Services team to ensure cohesive services for youth and families. The role also involves staffing the public service desks, promoting teen collections and programs, and creating a safe, welcoming environment for all teens.

All library staff are expected to provide exemplary customer service to internal and external patrons and to maintain effective working relationships in a team-oriented environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Programming & Outreach

- Plan, coordinate, and lead engaging, age-appropriate library programs for teens.
- Perform outreach activities with schools, parent groups, and local organizations to promote library services and resources.
- Collaborate with community organizations on programming or other activities.
- Assist with children's programs as needed.
- Works closely with the Children's Librarian to plan and coordinate activities and services.

Collection Development & Management

- Select and maintain young adult library materials in all formats, including the periodic review and removal of worn or non-circulating items.
- Stay informed on trends in teen literature and media

Marketing & Promotion

- Promote collections and activities to teens through a variety of media such as displays, and readers' advisory materials.
- Actively and creatively market teen programs in collaboration with, and under the guidance of the Marketing department.
- Coordinate with school librarians on programs and the promotion of library services and resources.

Administration and Budget

- Manage the Teen Services budget.
- Assist in the preparation of the annual budget as it relates to Teen Services.
- Recommend changes to policies and procedures for improved library services.
- Perform administrative record keeping and reporting as assigned.

Public Service & Other Duties

- Maintain current knowledge of library materials, resources, and services.
- Oversee the teen area of the library to ensure a welcoming environment and to ensure that space supports a variety of uses.
- Maintain an active presence in the Teen area after school to assist students with their information needs.
- Provide reference and readers advisory services to patrons of all ages.
- Enforce library rules and regulations.
- Work at the public service desk, checks in items, shelves books, and performs other circulation tasks as assigned.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Library & Youth Services Expertise

- Strong knowledge of children's and young adult literature, trends, and media.
- Experience planning, implementing, and evaluating programs for school aged children and teens.
- Skill in selecting and maintaining library collections, including weeding and budgeting.
- Familiarity with library databases, reference resources, and research tools.

Technology & Digital Skills

- Strong computer literacy and comfort with emerging technologies, including "tech toys" and online resources.
- Ability to quickly learn and adapt to new software, library systems, and digital tools.
- Skill in using electronic methods to evaluate and share information.

Communication

- Ability to engage and make teens feel welcome in the library.
- Strong interpersonal skills to collaborate effectively with coworkers, patrons, and community partners.

- Ability to communicate clearly and positively with diverse audiences, including children, teens, parents, and educators.

Program & Project Management

- Strong organizational skills with the ability to manage multiple projects independently.
- Ability to maintain expenditures within budget and keep accurate records.
- Experience with program promotion, including creating displays and using social media.
- Knowledge of electronic methods and resources to evaluate information and resources.
- Knowledge of statistical methods and data reporting

Customer Service & Problem Solving

- Commitment to providing excellent, inclusive customer service.
- Ability to resolve conflicts and address patron concerns in a calm, professional manner.
- Skill in creating a welcoming, safe, and engaging environment for all patrons.
- Ability to learn library operating systems, office equipment, and other technologies.
- Ability to learn and become proficient in the skills, functions, and technologies required to perform job duties.

EDUCATION AND EXPERIENCE

- A Bachelor's degree is required
- A Master's Degree in Library Science from an accredited college or university is preferred
- Minimum 2 years' experience in a related field is required
- Bilingual fluency in Spanish and English is preferred
- An equivalent combination of education and experience may be considered on the basis of one year of experience for each year of education.

PHYSICAL AND ENVIRONMENTAL WORKING CONDITIONS

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone
- Ability to work in a sedentary office environment
- Ability to work in a busy environment with frequent interruptions
- Standing in work areas and walking between work areas may be required
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment
- Must occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information
- Ability to push a book cart to move and shelve books
- Ability to lift, carry, push, and pull materials and objects up to 30 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff
- Occasional work outdoors and in diverse environments

- Reasonable accommodations will be made for otherwise qualified individuals with a disability

X

Employee Signature

X

Date