



HUMAN RESOURCES

POSITION DESCRIPTION

We believe that each employee makes a significant contribution that should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of the services we provide our patrons.

Job Title: Teen Services Librarian
Location: Public Services – Charleston Main
Reports To: Programming Manager
Last Revision Date: 12/2023

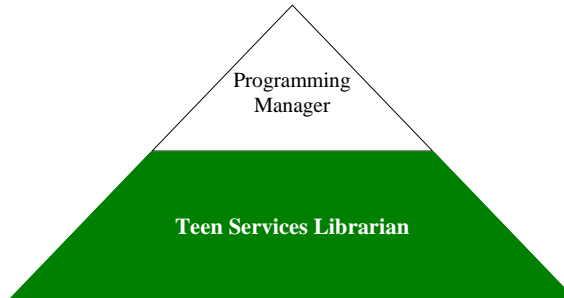
PURPOSE

The Teen Services Librarian is focused on delivering the highest level of library service while working to present, develop, and coordinate Teen and Tween programs, select Teen materials, and lead those who work with Teens. This position provides professional-level support to the Programming Manager in a variety of areas.

NATURE & SCOPE

This position’s primary responsibilities include generally diversified and complex activities, to include the exchange of information with outside sources or contacts and as a resource within internal and external teams. Works under infrequent supervision and uses initiative to identify potential problems, conducts research to determine solutions. Provides instructional guidance through coaching and training; may participate in the development of departmental performance guidelines or training requirements as assigned. Constant contact and collaboration with teens (typically ages 12 – 18) and tweens (ages 10-12) with diverse backgrounds and abilities.

ORGANIZATION PLACEMENT DIAGRAM



QUALIFICATION GUIDELINES

Education	Experience
Essential	
Master’s Degree in Library Science Awarded by ALA accredited institution	Minimum of one (1) year of related experience working with or providing informational services to the public or working with youth Proven skills for general computer use, to include Microsoft Office software the internet, general office and library equipment
Preferred	
	Public Library experience Experience using SIRSI Experience working in a non-profit or public environment
Ability to:	

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This position requires the use of personal or Library vehicles on Library business. Individuals must be physically capable of operating vehicles safely, possess/provide documentation of valid driver's license and acceptable driving record.

Demonstrate analytical skills necessary to analyze and interpret information, establish facts, draw valid conclusions, develop and implement responsible strategies.

Work cooperatively and effectively with staff, patrons, and contacts.

Convey ideas, information, and training through public presentation, verbal, and written communication particularly to teen and tween audiences.

PRIMARY ACCOUNTABILITIES

Works to actively promote and meet the customer service expectations established within the Library System.

Provides excellent service to library users in the IDEA Lab and Teen Zone, performs all related functions, answers basic reference and informational questions, demonstrates, and troubleshoots the use of equipment and related software, and provides reader's advisory.

Assists with general operational needs of the library or department to include specialized tasks such as report creation/processing, assigned projects, clerical duties, and the operation and maintenance of IDEA Lab equipment.

Performs collection maintenance duties to include shelving and shelf-reading as necessary.

Participates in library teams, workgroups, and system events.

Participates in and/or facilitates programming; assists with standard system-wide activities; provides community outreach services as assigned.

Performs duties in support of facility operations to include opening and closing to public, maintenance work orders, and following appropriate security procedures as established within the policies and procedures.

Participates in Teen system-wide training, promotes awareness of library services to the community.

Develops and coordinates displays in the IDEA Lab and Teen Zone on a regular basis.

Works other service points, as needed.

Staffs the IDEA Lab & Teen Zone by performing specified duties and responsibilities essential to maintain continuity of service.

Establishes goals and objectives for Teens in accordance with Library policy and based on community need and communicates those goals and objectives to the Programming Manager.

Prepares relevant and high-quality content from internal and external sources for Library website(s) and publications.

Plans and implements system wide programs for teens and tweens; participates in planning and implementing large system wide events (including Summer Library Club, WV Book Festival, Staff Development Day, and related website services).

Plans, implements, presents/coordinates programs, workshops, and classes for and related to teens/tweens and school/non-school teen/tween groups at the Main Library on a regular basis (including parents & caregivers, teachers, community organizations, etc.).

Participates in collection management by selecting, weeding, and evaluating teen materials for the Main Library and the system.

Attends professional conferences, webinars; reads professional literature; attends and participates in staff meeting discussions.

Creates an environment that attracts and invites teens/tweens to use the collection and services; participates in the planning of teen areas at Main Library and systemwide.

Compiles and analyzes data, prepares reports and procedures; summarizes activities monthly or as assigned.

Supports and participates in system-wide activities, meetings, and teams by preparing and following requests submitted from the coordinator of each, and at the direction of the Programming Manager.

Maintains relationships and effective communication with public and private organizations to further KCPL's mission related to programming and outreach; promotes awareness of library services to schools, patrons, and library staff.

Participates in the development of long and short-term plans for the department and the organization.

Researches, recommends, implements, and monitors independently or with others, projects, grants, etc. as assigned.

Participates in the development and implementation of system-wide workshops and in-service training programs for staff.

Serves as lead with teen services staff through training and direction; may participate in recruitment and performance feedback upon request.

Supports Library management policies.

Keeps abreast of technological changes; ensures efficient use of equipment and resources through communication and training.

Interprets and explains policies to the public and staff.

Carry out any other duties within the scope, spirit, and purpose of the job.

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ESSENTIAL ABILITIES

Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a keyboard and process library materials.

Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with the supervisor, community, vendors, employees, and general public.

Sufficient vision, with or without reasonable accommodation, which permits the employee to produce and review a wide variety of materials in both electronic and hard copy form.

Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to operate a telephone or a keyboard and wand as necessary to process library materials.

Ability to regularly ascend or descend a series of stairs or several tiers of stairs.

Ability to regularly lift, move or carry objects/materials weighing up to 20 pounds.

Ability to work a flexible schedule to include evenings and weekends.

Ability to travel to and from various locations.

Ability to maintain body equilibrium to prevent falling when walking, standing, or crouching.

Ability to effectively communicate in writing and orally on job progress and other overall assignments and responsibilities.

Ability to comprehend and sustain fundamental principles of library services, to include open access to library materials and privacy rights for patrons.

Ability to learn and carry out the primary accountabilities of the assigned position.

All positions at the Kanawha County Public Library require a Criminal Background Check.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform primary accountabilities of this job. This job description is not intended as, nor should it be construed as exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

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