**City of Portage**

Job Description

**Job Title: Teen & Technology Services Coordinator**

**Department: Portage Public Library**

**Reports To: Library Director**

**SUMMARY**

Under general supervision of the library director, directs the activities of teen services and manages the library’s technology and web presence.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** (Other duties may be assigned.)

1. Plans, organizes and conducts library services and programs for library users of ages 13 to 19, including outreach programming to area schools and youth organizations.
2. Advises the library director regarding policies and procedures that pertain to teen services; writes reports and recommendations; implements decisions.
3. Develops, selects, and maintains teen collections.
4. Catalogs library materials and maintains accuracy of the public catalog.
5. Collaborates with Children’s Librarian for planning, including Summer Library Program.
6. Leads library technology planning, implementation and management, including technology troubleshooting.
7. Coordinates library’s web presence including website and social media sites.
8. Confers with community groups in an advisory capacity.
9. Promotes library services through flyers, news releases and other types of publicity.
10. Provides reader’s advisory, reference and other public assistance services.
11. Provides backup assistance at the service desk.
12. Carries out library policies and procedures.
13. Compiles statistical information on teen programs and services.
14. Performs light housekeeping.
15. Performs other related work.

**KNOWLEDGE AND ABILITIES**

1. Ability to perform cataloging, classification, reference work, and materials selection.
2. Ability to plan, organize and carry out a program of library services for teens.
3. Ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors through strong interpersonal skills.
4. Ability to maintain confidentiality of library user information.
5. Ability to follow detailed instructions.
6. Ability to gather statistics, analyze information and write reports.
7. Ability to understand library policies and procedures and apply them to library operations.
8. Ability to operate library business machines properly, which may require knowledge of databases, search methods, and social media.
9. Ability to use computer software and manage computer technology.
10. Ability to work independently, organize and prioritize work, respond to varied/changing work demand and make decisions as required.
11. Mobility: travel to meetings outside the library.
12. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
13. Keyboarding and filing ability.
14. Working knowledge of English grammar and spelling.

**PHYSICAL DEMANDS**

1. Ability to work in confined spaces.
2. Bending/twisting, and reaching.
3. Far vision at 20 feet or further; near vision at 20 inches or less.
4. Fingering: keyboarding, writing filing, sorting, shelving, and processing.
5. Handling: processing, picking up and shelving books.
6. Lifting and carrying: 50 pounds or less.
7. Pushing and pulling: objects weighing 300-400 pounds on wheels.
8. Sitting, standing, walking, climbing, stooping, kneeling, and crouching.
9. Talking and hearing; use of the telephone.

**MENTAL REQUIREMENTS**

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
3. Ability to deal with abstract and concrete variables.
4. Ability to interpret technical regulations and instructions.
5. Communication skills: effectively communicate ideas and information both in written and verbal form.
6. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator.
7. Reading ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
8. Time management: set priorities in order to meet assignment deadlines.

**ENVIRONMENTAL/WORKING CONDITIONS** (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

1. Regular work hours with occasional evening and weekend hours.
2. Inside work environment.

**EQUIPMENT USED**

Audiovisual equipment, book truck, calculator, fax machine, library automation system, microfilm reader, photocopier, and telephone.

**EDUCATION AND EXPERIENCE**

1. Two years of study at an accredited college, university or technical school.
2. Six months to one year related experience or training.
3. Previous library experience is preferred.