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**CITY** **OF** **SUN** **PRAIRIE** **JOB** **DESCRIPTION**

**Teen** **Services** **Librarian**

**DEPARTMENT:** Library **CLASSIFICATION:** Professional/Management

**REPORTS** **TO:** Head of Youth Services **REVISION** **DATE:** July 26, 2016

**PAY** **GRADE:** Nonunion Management Pay Plan Grade 5

**GENERAL** **PURPOSE:**

Under the direct supervision of the Head of Youth Services, the Teen Services Librarian is responsible for providing library service, collections and programming for tweens and teens and those who work with these age groups. Provides reference and reader’s advisory service at the Youth Services Desk. Serves as part of the Library Management Team to oversee daily operations and participate in strategic planning. May serve as Library Director in his/her absence.

**ESSENTIAL** **JOB** **FUNCTIONS:**

•Plans, coordinates, and presents programs for teens and tweens. •Selects materials for purchase for the teen collections.

•Weeds collection and supervises inventories in assigned areas.

•Performs reader’s advisory, bibliographic instruction, reference services and other patron assistance as required.

•Acts as supervisor as needed, including evenings and weekends. Administers and enforces city and departmental rules and regulations, procedures and policies. Resolves issues or problems with patrons.

•Oversees the day-to-day activities of the library for public services and serves for the director in his/her absence, handling emergencies and problems with patrons.

•Works closely with director and Management Team to provide input in many administrative decisions, including developing policies and procedures, preparing the annual budget request and conducting the strategic planning process.

•Provides reference and reader’s advisory service at the Youth Services Desk. Serves on other public service desks as needed.

•Prepares booklets, bibliographies and pathfinders.

•Promotes events and materials for tweens and teens.

•Serves as liaison between the library and the middle and high schools in the district (grade 6-12).

•Serves as coordinator, supervisor, and mentor for teen volunteers.

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**OTHER** **JOB** **FUNCTIONS:**

•Maintains contact with other city departments, South Central Library System, Dane County Library Service and with librarians located throughout the library system as well as vendors to represent the needs of the library.

•Participates in the continuing education programs of South Central Library System and the professional activities of the Wisconsin Library Association and American Library Association.

•Participates in grant opportunities to improve library service. •Other duties as assigned.

**REQUIREMENTS** **OF** **THE** **WORK:**

•Considerable knowledge of library methods and procedures and modern administrative theory and practices usually acquired through a Master’s degree in library science with some courses in administration.

•Public library experience required.

•Thorough knowledge of teen literature, popular culture, collection development, and teen programming trends.

•Ability to respond to the needs and interests of all library patrons.

•Considerable knowledge of current and emerging technologies and demonstrated ability to apply them to library operations.

•Ability to collect and interpret statistical data, analyze information, and prepare reports and recommendations.

•Ability to plan and administer a budget.

•Ability to establish a positive working relationship with library trustees, staff, other city departments, volunteers, library organizations and the general public.

•Thorough knowledge of library’s policies and procedures and ability to apply them in a supervisory role.

**WORK** **CONDITIONS** **AND** **PHYSICAL** **REQUIREMENTS:**

This work is performed in an office environment but does involve lifting or carrying up to 50 pounds and pushing and pulling objects on wheels weighing 60-80 pounds. Work does involve flexible work hours, including evenings and weekends.

**APPROVED** **BY:**

Department Head Date

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Human Resources Director Date

City Administrator Date

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.