

<b>BLUE HILL PUBLIC LIBRARY</b> <b>Job Description</b>
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<b>Position Title:</b>	<b>The [ ] Teen Services and Outreach Librarian</b>
<b>Department:</b>	<b>Youth Services</b>
<b>Reports To:</b>	<b>Youth Services Librarian</b>
<b>Supervises:</b>	<b>Some volunteers</b>
<b>Oversees:</b>	<b>Young Adult library services</b>
<b>FLSA Status, classification:</b>	<b>Non-exempt; hourly</b>
<b>Last Revised/Approved:</b>	<b>TBD</b>

**POSITION SUMMARY:**

The overall goal of the Blue Hill Public Library's youth services is to instill in our younger patrons a lifelong love of reading and to nurture that intellectual curiosity into our patrons' teenage years.

The Teen Services Librarian will perform or coordinate all services to young adults, maintain an active presence in the young adult section of the library, conduct outreach in the community to that clientele, and promote the successful use of the library for patrons from twelve years old through high school.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. **Outreach:** Maintains an active presence in and positive working relationship with schools and other organizations that serve this age group on the Blue Hill Peninsula. Evangelizes for BHPL's young adult services in the community.
2. **Youth Engagement:** Interacts with teen patrons to channel their energy in a positive direction, crowd control during busy periods such as after school.
3. **Collection Development:** Selects, orders and acquires various formats of library materials for the YA collections within the budgets set by the Library Director and Library Board; evaluates collection effectiveness; weeds materials.
4. **Readers' Advisory:** Answers the question, "What should I read next?" for teen patrons, their caregivers, and teachers.
5. **Programs:** Plans, implements, and evaluates age-appropriate programs.
6. **Accessibility:** Helps library patrons access the material collections, and keeps the areas organized and accessible; assists with cataloging and processing of library materials as required.
7. **Public Relations:** Assists with publicizing events and other aspects of young adult services.

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**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. **Staff Development:** Takes advantage of training opportunities as possible; contributes time and expertise to the larger library community.
2. **Planning and evaluation:** Communicates with the Library Director for annual budget needs; participates in planning initiatives as requested; continually evaluates performance of youth services endeavors.

3. **Additional Duties:** As employees of a small library, Blue Hill Library staff are required to perform additional duties on a regular basis and to cover for each other's absences; working outside of primary areas of interest is routine. Examples include:
- a. frequently staffing various service desks at the library, including regular shifts at the circulation desk.
  - b. maintaining accessibility in all areas of the library
  - c. assisting patrons with use of the library's electronic resources, public access catalog, etc.

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**REQUIRED COMPETENCIES:**

1. Knowledge of basic library skills, ethics and procedures.
2. Interacting with and assisting patrons in the use of the library facility and services.
3. Using an automated Catalog/Circulation system accurately and efficiently.
4. Keyboarding skills, PC computer use, maintaining a database.
5. Ability to learn new computer applications.
6. Exercising tact, initiative, independent judgment and confidentiality consistent with library policy.
7. Establishing and maintaining effective working relationships with staff and a positive support/service attitude with the public.
8. Communicating effectively in person, in writing, and on the telephone.
9. Ability to switch easily from one task to another.
10. Ability to access areas where people, information or equipment are located.
11. Ability to maintain the work schedule.

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**PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear, read, write, and use hands and fingers to operate a standard computer keyboard. The employee is frequently required to stand and walk.

The employee must have the physical strength and dexterity to handle items and boxes up to 25 pounds in weight, to transport loaded book carts, and to reach items on high and low shelves.

Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

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**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office conditions most of the time, with some work outside the Library. In addition to regular daytime hours, this position will require various evening and weekend hours plus some irregular shifts.

**Schedule**

The Teen Services Librarian is a part-time, year round position. As a non-exempt employee, the incumbent will work on an hourly basis and may adjust hours and work schedules in order to stay within budget. The work schedule is subject to change based on the library's changing needs.

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**QUALIFICATIONS NEEDED FOR POSITION:**

**Experience and Skill Requirements**

The following experience and skills are considered essential:

1. Past relevant experience in a library with a demonstrated ability to perform in a service-oriented context is desirable.
2. Knowledge of library skills including cataloging, collection development, and reference services is desirable.

**Education Requirements**

The following education requirements are considered essential:

1. A bachelor's degree is required.
2. An interest in continually renewing job-related competencies is important.

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\*\* All requirements and skills are considered to be essential, unless otherwise indicated. \*\*

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**