



SIUSLAW PUBLIC LIBRARY DISTRICT
Librarian I: Teen Services

General Description

This is an entry-level professional librarian position. This person assists with various clerical and administrative tasks associated with library service and may receive assignments as a staff liaison or representative to various library and community committees. This person participates in developing and presenting a library program for tweens and teens. This may some or all of the following: educational and cultural activities, collection development, and outreach to schools and other organizations serving youth.

General Qualifications and Requirements

- Excellent reference skills and ability to relate to patrons from diverse backgrounds and of all ages.
- Demonstrates strong support for library strategic direction and goals.
- Demonstrates history of patience, tact, and good judgment with continuous positive feedback from library patrons, volunteers, other community representatives, library staff, and supervisors.
- Strong team player and problem solver.
- Demonstrates creativity, flexibility, and positive attitude.
- Weekend and evening hours will be assigned to this position.
- This individual will be required to temporarily act for other staff as necessary.
- The employee is required to be in continuous possession of a valid Oregon driver's license and must drive to various locations on library business utilizing their personal vehicle for off-site programs and outreach events.

Supervision

The person in this position receives direct supervision from the Library Director and reports to him/her. This position will also work closely with and accept direction from the full-time Youth Services Librarian/Assistant Director.

General Duties and Responsibilities

- Staffs reference desk efficiently providing courteous, accurate, reliable, current, and responsive information and services.
- Orders and processes materials for various areas of the library collection.

- Assists with various clerical and administrative tasks.
- Participates in various library and citizen committees as a staff representative.
- This person is responsible for OCLC copy cataloging, original and copy Sirsi "Workflows" cataloging, and data entry.
- The person in this position participates in a wide variety of duties required to plan and operate a multifaceted library program that will vary based on previous experience and/or education. The person in this position is expected to keep informed of current trends and developments affecting collection development, reference, and library services, as well as participating in organizations such as the Oregon Library Association.
- Provides timely and accurate information to the Director for the strategic plan and budget in area of specialization.

Experience and Training

Minimum requirements for the position is a college degree and two years of relevant experience. Any satisfactory combination of experience, education, and training which demonstrates the knowledge, skills, and abilities to perform the above duties may be substituted. A Masters of Library Science degree is preferred.

This person will have education and/or experience in one or more of the following areas of concentration: teen services, education, or a closely allied field.

General Abilities, Skills, and Knowledge

- Excellent customer service skills and poise in a busy setting serving patrons and staff with high expectations.
- Excellent knowledge of library reference practices and collection development procedures.
- Working knowledge of library reference tools, including print and electronic media.
- Working ability to communicate effectively, orally and in writing.
- Working ability to use various word processing and desktop publishing programs.
- Willingness to work in a team approach in the operation of the library.
- Working ability to assist and instruct staff, patrons, and volunteers with use of library services.
- Demonstrated ability to interact effectively with patrons, volunteers, and staff and provide positive representation of the library to any citizens' committees that this position may be assigned to as a staff representative or liaison.
- Ability to routinely lift and carry 30-50 pounds.

Responsibilities, Abilities, Skills, and Knowledge for Teen Services Concentration

- Conducts regular community needs assessments to identify teen needs, in order to create tailored services and programs to address needs identified.
- Ensures the library's collections include relevant print and digital resources targeting at the specific interests and needs of teens in the community.
- Curates content, including digital resources, and special collections, for and

with teen patrons, based on teen needs and interests.

- Adopts a connected learning approach to presenting programs, classes, and events for and with teens so that they educate, inform, and inspire.
- Plans, implements, and evaluates library programs and services with fulfill the diverse education, recreational, and personal needs of local teens.
- Instructs teens and caregivers in information gather, research skills, and digital literacy skills.
- Leverages community experts, coaches and mentors for services and programs in order to meet teen needs and interests.
- Adopts a community engagement mindset and develops and maintains effective relationships with schools and relevant community groups.
- Ability to engage young adults and their families during the provision of outstanding teen library experiences and services for teens.
- Ability to resolve customer and behavior issues in a positive manner.
- Knowledge of developmental, recreational, and educational needs of young adults (ages 12-18).
- Knowledge of current trends and best practices in library services for and with young adults.