

**TEEN & CREATIVE SERVICES LIBRARIAN  
(MANAGEMENT, REPORTS DIRECTLY TO DIRECTOR)**

**Expectations:**

- Work involves the responsibility for supervising library support staff, coordinating with other library services and directing teen and Creative Studio library programs.
- Duties include selecting and maintaining materials for the teen and Creative Studios collections.
- This position is also invested with making professional-level library technical decisions.
- The work requires that the employee have considerable knowledge, skill and ability in every phase of the public library field, particularly as it relates to teen library services and current trends related to library services.
- Works under the direction of the Library Director.

**Requirements:**

- Previous work experience in a public library plus supervisory experience is preferred. An equivalent combination of education and experience related to the position may be accepted.
- Possess the following:
- Considerable knowledge of the principles and practices of public library functions, as well as the needs and abilities of teens and the available library materials and services.
- Good, working knowledge of the principles and practices of public administration as applied to a major library service.
- Skills in oral and written communications.
- Ability to administer the activities of teen library service and to train and supervise the work of others.
- Initiative to develop short and long-term development and operations plans and programs for a teen library service.
- Good ability to make decisions in an environment of limited resources and competing claims.
- Considerable ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies and the general public
- A positive attitude and be cooperative, flexible, team oriented, and customer driven.
- Self-motivated and able to prioritize work using good judgment and time management

## **Duties & Responsibilities:**

- Directs and supervises the operations of library service to teens ages 12 to 18 years of age.
- Makes assignments to, trains and evaluates staff.
- Coordinates teen service operations with other library services and functions, develops programs and services to meet specific needs of teens.
- Provides reference service to teens and teachers and provides reader's advisory service.
- Assists Director in preparing the annual budget as it relates to the teen service and Creative Studio needs.
- Evaluates materials and services and assists in the selection of materials for library acquisition pertaining to the Creative Studio.
- Assists in promoting library use, especially programs and services of the teen and Creative Studio services.
- Prepares and presents library programs and supervises program presentation by subordinate staff.
- Monitors the conditions and the security of the teen and Creative Studio service areas.
- Meets with fellow library staff and others in order to coordinate activities and exchange information.
- Assists in drafting teen and Creative Studio service policies, as assigned.
- Represents the library on teen services committees and community groups and serves as the authority on teen service.
- Conducts teen programming both in-house and through outreach to promote reading from 12 - 18 years of age.
- Works with the teachers to form a network of communication with our school district.
- Produces publicity, bibliographies, and other handouts promoting teen services.
- Oversees the Library's Creative Studios and all corresponding purchases, programs, services, and educational opportunities.
- Assists the Director with various duties and obligations as assigned in the absence of the Director due to vacation, illness or attendance at meetings.
- Manages teen and Creative Studio supply cabinets and areas, keeping an organized inventory of all contents.
- Supervises Library Aides and reports any problems to the Director.
- Performs other duties as may be assigned.