

## Adult and Teen Programming Librarian

### Summary of Job Description

Under the direction of the Co-Library Directors, is responsible for providing programming to adults and providing teen services. Duties include managing the library's teen collection, developing and implementing teen and adult programs and services; providing reference and reader's advisory; and supervises library areas, activities and patron situations for safety and risk management concerns. Has the ability to effectively work with the general public. Other tasks, projects and duties as assigned.

### Supervision

Under the supervision of the Co-Library Directors

### FLSA status

Non-exempt

### Duties and Responsibilities

1. Provides uniformly friendly service to all
2. Coordinates the planning, development, implementation and evaluation of programs for adults and teens that are relevant, audience appropriate, encourage library use, and support the library's mission. Researches, makes contact with and negotiates with potential program presenters to assist with these events. Sets up for programs in appropriate spaces.
3. Actively markets and promotes library programs and services to patrons in person and through other mediums such as: reader's advisory, booklists, displays, social media, etc.
4. May coordinate, plan, lead, and participate in community outreach services and programs such as book club facilitation, senior community center services, etc.; may serve as a library liaison to the community to outreach event planning.
5. Build and maintain relationships with new and existing organizations and library stakeholders
6. Adheres to the appropriate budgets, and keeps a record of all expenditures.
7. Submits program information to local media outlets for advertisement
8. Creates and designs marketing materials for programs and services both within the library and in the community.
9. Assists patrons in the full use of the library and its digital and print resources
10. Assists patrons and staff with publicly available library technologies and resources, troubleshoots problems and notifies appropriate staff of complex issues.
11. Acts as a member of the library's social media management team
12. Manages and coordinates acquisition, cataloging, processing and deselection of library materials
13. Builds, maintains and promotes the teen collection
14. Creates and evaluates bibliographies and displays of teen materials

## Necessary Knowledge, Skills, and Abilities

1. Ability to follow common security and safety rules and procedures for patron, library and staff safety
2. Ability to plan and complete work accurately, efficiently, on-time, and independently, exercising initiative and independent judgment
4. Ability to develop, plan, organize, perform, and evaluate programs and services
5. Exceptional human relations and communications skills
6. Experience using social media, word processing software, the Internet, general office equipment
7. Experience with customer service practices, strategic planning, staff development, time management, organizational skills, community relations, and publicity techniques
8. Knowledge of evolving trends in library service – specifically for adults and teens
9. Knowledge of library sciences including collection development, reader’s advisory, cataloging and electronic resources
10. Thorough knowledge of general and library computer, online, and network applications
11. Working knowledge of budgeting procedures

## Specific Working Conditions

1. Performed amid normal conditions of dust, odors, fumes and noises in a library environment
2. Able to lift 40 pounds, bend, reach, sit or stand for extended periods of time
3. Sustain posture in a standing or seated position for prolonged periods of time
4. Able to shelve library material
5. Available to work scheduled during days, evenings, and weekends
6. Able to travel to other locations

## Minimum Qualifications

Genuine enjoyment of working with a diverse public; enthusiastic, energetic, accurate, and service-oriented; willingness and ability to learn new things; ability to work independently, adapting to a fast-paced work environment; ability to supervise teen volunteers; computer literate; committed to ongoing professional development; dependable and flexible with regard to hours.

Experience working with teens, libraries and program planning required. LTA or advanced library degree preferred. Maintain applicable cataloging certification.