

YOUTH SERVICES LIBRARIAN – TEEN

FULL TIME: 37 ½ Hours per week, including evening and weekend rotation.

STARTING SALARY: \$18.00/Hour

DeKalb Public Library seeks an energetic and creative librarian who enjoys working with teens and tweens. The ideal candidate will create innovative and fund programming, maintain the teen/YA collection, and provide outreach to the community, in addition to providing reference and readers services to tweens, teens, and caregivers as a member of the Youth Services Department.

DUTIES INCLUDE:

- Reference and reader's advisory for teens and tweens
- Community and school outreach
- YA collection development and maintenance
- Programming for youth ages 9-18
- Creating pathfinders, bibliographies, and blogposts related to teen interests and literature

PREFERRED:

- Two years professional experience in a public library preferred
- One or more years' experience working with and for teens and/or tweens
- Spanish language skills a plus

REQUIRED:

- Master's degree in Library Science (MLS) from an American Library Association accredited institution or its equivalent

Application Deadline: Open until filled.

To apply please submit your resume and three professional references to pata@dkpl.org or mail to DeKalb Public Library, 309 Oak Street, DeKalb Il 60115. Attention: Pat

Contact: Patricia Adamkiewicz

For full job description see attached.

DeKalb Public Library

JOB DESCRIPTION

JOB TITLE: Youth Services Librarian--Teen

STATUS: Non-exempt

SUMMARY DESCRIPTION:

Under direction of the Head of Youth Services, oversees and coordinates programs, activities, and services associated with a diverse and energetic teen and tween population (ages 9-18). Responsible for working collaboratively with all other library departments, outside agencies, and organizations for the planning and implementation of a wide variety of teen programs.

ESSENTIAL FUNCTIONS:

- Maintain the teen/young adult (YA) print and digital collections, select, evaluate, and weed materials on a regular basis to keep the collection up to date and in good condition
- Work with Head of Youth Services to prepare the annual Teen budget, provide timely updates on the use of funds
- Collaborate with Head of Youth Services and the library's administrative team to prepare short and long-term goals to serve teen and tween patrons
- Participate in weekly librarian team meetings to discuss and develop programming themes, special event planning and participation, patron policies, expectations, issues and concerns, library communication, and community involvement.
- Prepare a monthly report on Teen Room highlights, monthly usage and program attendance
- Develop, present, and evaluate workshops, programs, and displays for the Teen Room, and other areas of the library as needed
- Conduct regular community needs assessments to identify teen needs in order to create tailored services and programs
- Provide reference and readers advisory services in the Teen Room, Children's Desk, or as needed at other service points; provide instructional use on library resources (books and digital) and assists patrons with inter-library loan requests; instruct teens and caregivers in information gathering, research skills and digital literacy skills
- Coordinate with community middle and high schools and other organizations and agencies in order to promote teen/YA services, materials, and programs
- Create informational material, bibliographies, pathfinders, blogposts and/or other resources highlighting books or topics related to teen/YA literature, interests, etc. for the library, the website, or other public information venues
- Actively encourage the use of the library and invites community members to participate in library events and activities
- Represent the library at professional meetings, activities, and conferences as assigned; prepares written reports for the Library Director about these events and new learnings
- Actively participate as the library's representative to all agencies, institutions, groups, and committees related to teen/YA literature and programing
- Remain current on trends in teen/YA literature, programming, and culture through consortium meetings, workshops, and other appropriate seminars

OTHER JOB FUNCTIONS:

- Provide friendly, courteous, and accurate service to all library users
- Monitor the behavior and conduct of patrons in the Teen Room to ensure a conducive atmosphere for productive use of the facilities
- Seek out and apply for grants and additional funding; administer funds received and prepare necessary reports

- Perform other duties as assigned

MINIMUM QUALIFICATIONS:

Education:

- Masters degree in Library Science (MLS) from an American Library Association accredited institution or its equivalent required

Experience:

- Two years professional experience in a public library preferred
- Experience working with and for teens and/or tweens
- Fluency in Spanish a plus

KNOWLEDGE/SKILLS/ABILITIES:

- Knowledge of developmental, recreational and educational needs of teens and tweens
- Knowledge of current trends in library services for and with teens and tweens
- Knowledge of standard library procedures, current information technology, Internet and database search capabilities.
- Knowledge of best practices in teen services, including guidelines and standards published by ALA, YALSA and other recognized organizations.
- Knowledge of effective practices in community assessment, program evaluation and outcomes measurement.
- Cultural competence skills.
- Ability to communicate effectively with others, orally and in writing, including through email.
- Ability to identify and translate young adult needs and interests into effective library services and programs.
- Able to establish and maintain effective working relationships with co-workers, patrons, user groups, community organizations, volunteer groups and to serve the public courteously.
- Able to recognize and set priorities, and to use initiative and independent judgment in a variety of situations.
- Able to learn and stay current with emerging technology, including digital media.

RELATIONSHIPS:

- Reports to the Head of Youth Services
- Cooperates with all library departments

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- This position will have frequent contact with others
- Must be able to lift and carry bags of books or boxes weighing up to 40 pounds
- Must be able to speak distinctly to large groups
- Must be available to work evenings and weekends
- Must possess physical mobility involving bending, lifting, reading, hearing

EQUIPMENT USED:

- General office equipment including phones, smart phones, and personal computers
- Video game system

STATEMENT OF OTHER DUTIES DISCLAIMER:

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.