

# Hartford Public Library

## Job Description

**Date:** July, 2014

**Position:** Teen Librarian

**Department:** Youth & Family Services/YOUmedia

**FLSA:** Exempt

**Reports To:** YOUmedia Manager

**Supervises:** No supervisory responsibility

### **SUMMARY OF RESPONSIBILITY:**

The Teen Librarian will be part of the team at YOUmedia Hartford, a new digital learning center for teens. The Teen Librarian will independently be responsible in decision making of the library-based services and tasks for the center, including collection development, and will guide youth as they explore digital media and library resources. The Teen Librarian is an integral part of the program, responsible for linking YOUmedia to the rest of library services. This position ensures the highest level of service is provided by staff to all customers.

### **Essential Functions:**

- Independently plan, design, write, schedule and lead teen social programming.
- Independently plan, design, write, and lead workshops and project groups in the arts and/or digital media using music production, video production, graphic arts, photography, fashion design, game design, and Makerspace activities.
- Independently plan, design, write, and lead workshops on Microsoft Office, PCs, and MacBooks.
- Coordinate collection development, and survey teens on interests.
- Build teen mentoring relationships in collaboration with staff, visiting artists, and mentors.
- Independently design and implement educational directives of connected learning and traditional teen programming.
- Engage teens as producers, artists, managers, and designers of digital media.
- Instruct students in the use of online resources to track their project work.
- Create and grow social network initiatives for the YOUmedia program.
- Create teen communications and marketing materials
- Create YOUmedia program schedule in collaboration with YOUmedia team.
- Promote the YOUmedia model in the community.
- Create displays of resources and student projects.
- Evaluate and recommend new technologies and program supplies.
- Maintain records and prepare statistical reports as requested monthly and annually.
- Provides welcoming customer service to all customers.
- Ensures safe conditions for staff, public, and building operation. Takes appropriate action in building emergencies.
- Positively reflect Hartford Public Library's mission, vision, and values to staff and the public.

### **Other Functions:**

- Keep informed of emerging technologies, current trends, improved programs and processes to better meet the needs of the community.

- Participates in community activities and maintains contacts with professional organizations in order to better provide services and to meet the objectives of the library.
- Performs related duties as required.

**The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.**

#### **QUALIFICATIONS AND COMPETENCIES:**

- Master's Degree in Library and Information Studies is required.
- Minimum of two years of experience working in a library is required.
- Experience working with teens required, included demonstrated sensitivity and commitment to the needs of teens
- Experience using social media technology (i.e. Facebook, Twitter, YouTube, etc.) is required.
- Proficiency in technologies such as music production, video production, graphic design, photography, game design, fashion design, Makerspace activities, and/or social media is required (proficiencies in more than one discipline preferred).
- Experience in the arts in such areas as spoken word, rap, musical composition, painting, sculpture, collage, animation, cinema, theater, creative writing, and/or other areas preferred.
- Experience designing, planning, publicizing, and conducting a program schedule for Teen Services preferred.
- Experience in collection development is preferred.
- Solid working experience in designing course curriculum within a technology setting is preferred.
- Thorough knowledge of and background in various types of informational materials in a variety of formats with solid knowledge of trends and resources for teens.
- Strong commitment to working within a team environment is required.
- Solid working knowledge of all MS Office suite software is required.
- Ability to prioritize, completes multiple tasks, and meets program deadlines.
- Ability to provide welcoming and effective customer service.
- Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, co-workers, management personnel, and the public.
- Ability to create clear and concise reports, and to deliver them orally to a wide variety of audiences.
- Ability to deal effectively with elected officials, and other public constituencies.
- Access to reliable transportation is required.

#### **Mental and physical requirements:**

The Physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform continuous bending, twisting, stooping, reaching, pulling of a cart, and lifting of moderate to heavy weight material up to 50 lbs.
- Must be able to walk, sit and stand for extended periods during the shift.

- Vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Ability to keep his/her composure with the public and co-workers in everyday, potentially stressful situations.

**Review and understanding:**

I have read and understand the contents of this job description, and agree to abide by Hartford Public Library's policies, procedures and practices.

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_