

Hartford Public Library

Teen Librarian

P-III

Non Bargaining Unit

Exempt

Reporting to the Youth and Family Services Director, the Teen Librarian is responsible for the operation of YouMedia, a new digital learning center for teens. This requires the management of the dynamic YouMedia team, comprised of librarians, cyber navigators, and mentors who will focus on connecting teens to digital media creation technology and library resources.

DUTIES AND RESPONSIBILITIES

PUBLIC SERVICE

- Work with YouMedia mentors to provide digital media creation workshops for teens.
- Work with YouMedia mentors to create digital technology driven curriculum designed around book related themes.
- Provide resources, support and technology assistance for workshops.
- Maintain and grow social network initiatives for the YouMedia program (including but not limited to facebook, Twitter).
- Develop, market, and provide programming and outreach to teens, high schools and teen organizations serving the teen demographic.
- Schedule the work of assigned personnel.
- Coordinate class visits to the YouMedia center.
- Organize, supervise, and provide information service assistance to teen customers at the YouMedia help desk.

STAFF DEVELOPMENT

- Responsible for the organization, supervision and effectiveness of the YouMedia center. This includes promoting an environment that encourages input from all staff, sets high standards and encourages all library staff to provide exceptional customer service.
- Supervise, train and evaluate assigned personnel, maintains accurate work records and staff schedules.
- Enforces established policies, rules and regulations, standards of conduct and work attendance.
- Maintains open communication with all staff.

COLLECTION DEVELOPMENT

- Select both print and digital resources.
- Assess trends in technology and make recommendations for purchases and updates.

- Works with the Director of Youth and Family Services to ensure a well rounded collection within the system.

ADMINISTRATIVE

- Under the general supervision of the Director of Youth and Family Services, formulates goals, plans and procedures for the YouMedia center.
- Document YouMedia policies and procedures; develop outcomes in conjunction with the overall policy and regulations of the Library.
- Assists in planning and preparing the annual budget for the YouMedia center. Prepares statistical reports as requested.
- Monitors maintenance of the building and assumes responsibility for reporting on general condition of the building and repairs needed to the Director of Youth and Family Services and the Library's Facilities Manager.
- Monitors maintenance of library furnishings and equipment.
- Maintains an inventory of supplies and prepares a supply request at regular intervals.
- Participates in the overall administration of Hartford Public Library through committee or taskforce assignments.

PROFESSIONAL

- Maintains current knowledge in library principles and practices and in human resources management.
- Reads professional journals regularly.
- Maintains membership in professional organizations such as CLA and NELA and actively participates as work and personal time allow
- Serves on professional and community committees/boards where appropriate
- Present and publish on YouMedia services and innovation, both on YouMedia website and in related publications
- Represent the Library at meetings and conferences involving YouMedia

POSITION QUALIFICATIONS

- Masters Degree in library science from an ALA-accredited program required.
- Three to five years of previous supervisory/managerial experience required, preferably in a library or service organization.
- Experience and fluency with new technologies and social media.
- Technologically fluent with both Macs and PCs and digital media creation software.
- Experience working with urban youth or teaching in an urban school setting.
- Strong organizational and coordination skills.
- Excellent verbal and written communication skills.

NECESSARY KNOWLEDGE, SKILLS and ABILITIES:

- Considerable knowledge of staff management. Strong commitment to working within a team management structure.
- Strong commitment to public service.
- Strong communication and public relations skills.
- Personal use of Web 2.0 technologies required.
- Strong knowledge of digital file, photography, animation, and audio production as well as teen literature, fine arts, film, music, video games and more.
- Thorough knowledge of the principles and practices of modern library systems and programs.
- Strong computer skills with expertise in word-processing, spreadsheet and database programs. Proficiency with both Windows and Mac operating systems as well as familiarity with a wide range of software including but not limited to iMovie, Garageband, and Photoshop.

OTHER SKILLS, ABILITIES, AND KNOWLEDGE

- Multi-task oriented.
- Flexible in work habits.
- Energetic, motivated, and creative professional with strong service orientation.
- Ability to apply superb judgment.
- Familiarity with education technology theories and practices.
- Ability to work with teenagers, develop new programs and provide information services to this age group.
- Ability to work well as a team leader and team member as well as ability to work independently.
- Possess a broad knowledge in general subject areas and knowledge of authors, books, readers' interest, and reading levels.
- Ability to deal tactfully and courteously with all ages of people in a public service context and with professional colleagues.
- Ability to attend meetings and conferences as required by the Library or as dictated by professional commitment.
- Ability to read and comprehend documents, technical journals, library policies and procedures.
- Ability to design, develop, and proofread written and visual materials.
- Ability to work nights and weekends.
- Language Skills
 - Ability to express ideas clearly and concisely, both orally and in writing.
 - Ability to effectively present information to other employees of the organization and the public
- Mathematical Skills
 - Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals
- Reasoning Ability

- Ability to apply common sense understanding to carry out written and oral instructions.

PHYSICAL DEMANDS

- Ability to work a varied schedule, including evenings and weekends.
- May need to lift boxes, crates or pieces of equipment weighing up to 50 pounds.

SPECIAL REQUIREMENTS

- Valid Connecticut driver's license or ability to obtain upon employment.