

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Librarian/Teen Services Lead**

Dept.: **Public Service**

Job Code Number: **10205**

Reports to: **Management Team Member**

Grade Number: **18, Represented**

Effective Date: **June 2006**

FLSA Status: **Exempt**

General Position Summary:

Lead, coordinate and perform activities of Teen Services across assigned libraries to assure effective teen library services. Manage collection, programming and collection budgets allocated to the section, lead and coordinate the work of Teen Librarians across assigned libraries. Plan, coordinate and perform teen programming and outreach activities to assure the most efficient use of staff resources; monitor performance to assure that activities meet department and KCLS standards and objectives. Play a lead role in advocating teen and school services and actively provide liaison with schools and other agencies and organizations relating to teen services.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Plan, coordinate and lead the activities of the Teen section of assigned libraries. Establish regular communication with assigned Teen Librarians in order to provide excellent services to teens. As needed, may give work direction to Pages working within the Teen section.
2. Participate in selection and mentoring of Teen Librarians.
3. Establish goals and oversee and coordinate all Teen programming and community outreach activities across assigned libraries. Assist with staff schedules, as needed
4. Represent assigned libraries at system-wide meetings and communicate in a timely manner with Teen Services Coordinator and appropriate staff within assigned libraries.
5. Monitor understanding and ensure implementation of KCLS policies and procedures including those specific to Teen Services.
6. Coordinate promotion of the collections to teens through a variety of media such as displays, readers' advisory materials and system resources.
7. Monitor the selection of Teen materials; oversee the maintenance of collections through periodic review and discard of worn or non-circulating materials.
8. Assist in planning and participation in activities with the schools; coordinate school visits with Teen Librarians across libraries.

9. Oversee Teen programming and resource budget allocated to assigned libraries including funding provided by outside organizations such as the Friends of the Library.
10. Assist patrons in the use of library collections through reference interviews, reference and literature search and instruction in the use of computer software to locate requested material. Maintain current knowledge of materials, resources and services throughout the KCLS and refer patrons as required.
11. Perform outreach activities with local schools, parent groups, community centers and other organizations associated with teen services. Promote library services, conduct tours, present book talks, prepare book lists and provide other services as community needs dictate.
12. Perform administrative record keeping and reporting as assigned.

Secondary Duties:

1. Assist in the preparation of the annual budget request, as it relates to Teen Services.
2. Perform related duties as assigned.

Communication:

Contacts are normally made with KCLS employees and customers, patrons, etc. Contacts are regularly made at the supervisor's request, on the incumbent's own initiative or are initiated by a third party. The position has a requirement to interact with customers frequently and communications occasionally contain discussion about confidential/sensitive matters.

Initiative:

The position operates from established and well-known procedures (on a general basis) and is responsible for problem solving at the community library level. The position may develop new library programs or concepts and involves a moderate degree of complexity. The incumbent operates independently with minimal supervision and recurring work situations are encountered with occasional variations from the norm. Decisions are made within specific organizational policy constraints/guidelines.

Accountability:

The position encounters frequent interruptions and maximum flexibility is required. The incumbent considers own work and work of others when formulating plans and must be able to forecast for near future. Operational planning is required at the community library level. The position makes decisions that have impact across a limited number of work units and the incumbent's work is seldom monitored or checked by the supervisor. An error or delay in the incumbent's work could result in workflow disruptions and dissatisfied patrons. Resources under the immediate control of the position include teen programming, resource budget and collection development. Records maintained by the position include statistical records on applicable library programs such as Read Three, Get One Free, a teen reading incentive program.

Leadership:

The position is responsible for mentoring as a unit lead. The position is responsible for role modeling and promoting organizational values within the work unit or department and as a representative of the organization in the community.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Master's of Library Science Degree from an American Library Association accredited school of Librarianship and Washington State certification as a Librarian.
- Two years experience as a librarian; some leadership experience desirable.
- Classroom and on-the-job training applicable to Teen Library Services and library policies, procedures and systems.

Necessary Knowledge, Ability and Skills:

- Considerable knowledge of reference sources, authors, literature, publishers and online resources.
- Thorough knowledge of Teen literature and teen's needs and interests in reading for information, recreation and education.
- Thorough knowledge of library policies, procedures and systems related to the teen area.
- Considerable knowledge of computer hardware and software as well as the Internet in support of teen's library needs.
- Knowledge and support of the principles of intellectual freedom.

Ability to:

- Effectively listen to other employees and patrons as part of understanding their needs and concerns.
- Relate to the unique needs of teens both individually and in groups.
- Use diplomacy and tact to establish and maintain relationships with employees, patrons and subordinates.
- Communicate ideas and thoughts clearly and succinctly both verbally and in writing.
- Communicate effectively with a diverse population.
- Read, speak, write and understand the English language.
- Develop and maintain positive relationships with staff and patrons.
- Manage several projects at once and adapt to changing needs.

Skill in:

- Connecting teens with appropriate literature.

- Operating effectively as a member of a team in performing daily duties, developing programs and dealing with problem situations.
- Using discretion in contact with public/patrons and employees in the assigned branch library.
- Making presentations particularly those relating to teens.
- Maintaining a calm demeanor under circumstances that may be unsettling.
- Using computer hardware and software and the Internet.
- Developing and training assigned staff.
- Analyzing community needs to tailor Teen Services, including staff assignments, collection content and programming.

SPECIAL REQUIREMENTS

Valid Washington driver's license.
Washington State Certificate of Librarianship.

PHYSICAL DEMANDS

The position requires continuous standing, keyboarding, talking, reaching, bending, hearing, stooping, kneeling or crawling, and the repetitive motions of hands/wrists. Close, distance and peripheral vision are required as is depth perception and the ability to adjust focus. Lifting, pulling and carrying up to 50 pounds and pushing carts weighing up to 100 pounds are required by the position.

WORK ENVIRONMENT

Work is performed in a library environment and in a variety of school and community agency environments. Working evenings and weekends, heavy lifting, constant standing, extensive close work (eyestrain) and extensive PC monitor work are required. There may be some exposure to angry or hostile individuals.

Advancement Possibilities:
Managing Librarian Series
Coordinator Series

The duties listed above are intended only as illustrations 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, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
HR Manager

Draft: 5/15/06
Final: 5/25/06