

## ST. TAMMANY PARISH LIBRARY

**Job Title:** Librarian I – Teen Services Librarian  
**Range:** 43  
**Salary Range:** \$19.23 to \$ 25.09 (Step 1 to Step 10)  
**Immediate Supervisor:** Branch Manager, Teen Services Manager  
**FLSA Status:** Exempt  
**April 2015**

### Description

Performs responsible and varied professional library duties; assists patrons in using library services, provides assistance to library users in securing information and using library resources to meet specific needs

### ESSENTIAL JOB FUNCTIONS

- Assists patrons in using the computerized catalog to locate materials
- Assists patron in use of public computers including word processing, internet searching, and use of online databases
- Follows established policies and procedures in performing all functions
- Assists branch manager in the overall operations of the branch
- Acts in place of branch manager in his absence
- Plans and conducts programming for teens ages 12 to 17 at branch
- Works with other children's and teen services staff to develop programs and booklists
- Creates an environment in the teen's area, which provides for enjoyable and convenient use of library resources
- Serves as specialist in teen literature and reference
- Provides outreach services to area schools, after school programs, camps and other community groups
- Serves as teen volunteer coordinator for his or her branch
- Serves as a supervisor in the absence of other designated personnel
- Serves as emergency manager in any part of the system if needed
- Trains library patrons in developing basic library skills
- Trains other professional librarians, paraprofessionals and support staff in library procedures
- Answers reference questions
- Performs all library branch activity
- Works nights and weekends
- Performs other duties and assignments as designated by Management

## **Working Conditions**

Work is performed primarily in a library environment while sitting at a desk or computer terminal or while standing at a counter for extended periods of time. Physical exertion may be required to replace or retrieve materials from shelves, high and low. Sufficient vision or other powers of observation are essential to permit the employee to read and sort library materials and observe and review the work of others.

## **Physical Requirements**

- Must have the ability to lift at least 25 pounds, push, bend, and reach as needed
- Must have the physical stamina to stand for long time periods

## **KNOWLEDGE, SKILLS, ABILITIES**

- Ability to work without direct supervision
- Thorough knowledge of library principles, methods, techniques and procedures,
- Ability to plan, lead and supervise the work of others
- Tact and courtesy
- Ability to work in a team environment
- Ability to speak effectively in public
- Good professional judgment
- Must have knowledge of library materials including books, magazines, reference sources, audio/visual, online sources, and adult materials appropriate for youth
- Must also understand the literature needs of youth at all developmental stages
- Must have the ability to plan and conduct programs for teens, based on their developmental needs and interests and the goals of the library
- Must possess excellent communication skills including oral and written as well as ability to communicate with and identify the library needs of youth
- Must have high level of computer skills in particular with the library's integrated automation system
- Must be able to conduct him/herself in a courteous manner towards patron and staff
- Must be able to lift 25 pounds
- Must be able to stand for long periods of time and be able to bend and shelve books
- Must have management skills
- Must be able to use independent judgment when possible to avoid bad customer relations
- Must have an excellent knowledge of library rules, regulations and practice
- Must be capable of working in many different library environment
- Must have a professional demeanor

## **EDUCATION, TRAINING, EXPERIENCE**

- Master's degree in library science from an ALA-accredited library school
- Must have a valid Louisiana driver's license