



JOB DESCRIPTION

POSITION TITLE: Part-time Young Adult (Teen) Librarian
DEPARTMENT: Upper Dublin Public Library
REPORTS TO: Library Director

EEO JOB CATEGORY:

DATE JOB DESCRIPTION COMPLETED: May 2009

REPLACES JOB DESCRIPTION DATED: April 2005

PURPOSE OF THIS POSITION: The incumbent in this position provides reference, reader's advisory, programming and collection development services for young adults (middle and senior high school age).

TYPICAL EXAMPLES OF WORK: This job description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties might be required.

- Plans, organizes, manages and publicizes young adult programs and displays. Promotes awareness of young adult activities and services.
- Provides reference and readers' advisory services, primarily for young adults. Assists in staffing the reference desk.
- Acts as advisor to the library's teen advisory board (Teen Library Council).
- Analyzes, maintains and develops the young adult collections. Selects and classifies young adult library materials in all formats.
- Develops and maintains the teen section of the library web page.
- Assists in overall operation of children's and young adult sections.
- Provides liaison and outreach services to middle and high schools and to young adult community organizations. Cultivates cooperative relationships with school

librarians, teachers and administrative officials.

- Establishes and maintains relationships with the public, Township employees and officials and other local libraries. Represents the library at state, local and national professional meetings and conferences.
- Recommends and implements library policies and procedures, especially as they pertain to young adults.
- Assists public with library computers.
- Compiles statistics and makes reports.
- Participates in the planning of public library services, policies and procedures.
- Assists at the circulation desk as needed. Accesses, inputs and retrieves customer information from computer.

NECESSARY OCCUPATIONAL TRAITS:

Knowledge: Knowledge of public library service to young adults. Good working knowledge of young adult reading habits and young adult literature. Knowledge of library computer operations. Knowledge of Web 2.0 concepts. Knowledge of print and electronic information sources. Knowledge of public library services and operations. Knowledge of DDC and LCSH. Knowledge of adolescent psychology preferred.

Skills: Communicate effectively in person, in writing, on the telephone and via email and other electronic media. Good listening and observation skills. Web page design, construction and maintenance skills. Organization and prioritization of workload. Planning skills. Accuracy and attention to detail.

Abilities: Comfort in working with a teen audience. Ability to relate to young people in a professional, friendly and caring manner. Ability to interpret and implement library policy and explain policy to the public. Ability to work closely with others. Ability to deal with the public cheerfully and enthusiastically. Ability to exercise good judgment, courtesy and tact when dealing with the public. Ability to understand functioning of automated library system. Ability to use computer. Requires stamina and physical capability to move efficiently throughout library and to repeatedly lift, carry and shelve books. Must be able to travel to meetings. Creativity, initiative and a commitment to public service.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- American Library Association accredited Masters Degree or equivalent experience.
- Experience working with the public in a customer service setting and with libraries.
- Experience working with adolescents a must
- Experience providing reference and/or readers' advisory service preferred.
- Any equivalent of experience and training that provides the required knowledge, skills and abilities.
- Experience with and knowledge of YA literature preferred.

SPECIAL QUALIFICATIONS REQUIRED (Licenses, Certifications, Registrations):

Department Director Signature: _____ Date: _____

PHYSICAL DEMANDS OF JOB

JOB TITLE:

NOTE: In terms of an 8 hour workday: "Never" equals less than 1%; "Occasionally" equals 1% to 33%; "Frequently" equals 34% to 66%; "Continuously" equals 67% to 100% of the time. Reasonable accommodations that do not cause an undue hardship will be made as required by state and federal law.

I. In an 8 hour workday, this job requires the physical ability to: (Place an "X" for maximum capability for each activity.)

TOTAL AT ONE TIME:

A) Sit	1	2	3	X	5	6	7	8	HOURS
B) Stand	1	2	X	4	5	6	7	8	HOURS
C) Walk	X	2	3	4	5	6	7	8	HOURS

TOTAL DURING AN ENTIRE 8 HOUR WORK DAY:

A) Sit	1	2	3	4	5	X	7	8	HOURS
B) Stand	1	2	3	4	X	6	7	8	HOURS
C) Walk	1	2	3	4	X	6	7	8	HOURS

2. Job requires the physical ability to LIFT:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A) Up to 10 Pounds			X	
B) 11-20 Pounds			X	
C) 21-30 Pounds		X		
D) 31-40 Pounds		X		
E) 41-50 Pounds		X		
F) 51-100 Pounds		X		

Job requires the physical ability to CARRY:

A) Up to 10 Pounds			X
B) 11-20 Pounds			X
C) 21-30 Pounds		X	
D) 31-40 Pounds		X	
E) 41-50 Pounds		X	
F) 51-100 Pounds		X	

3. Job requires the physical ability to use HANDS for repetitive actions such as:

	SIMPLE GRASPING	PUSHING & PULLING OF ARM CONTROLS	FINE MANIPULATION
A) Right	X	-	X
B) Left	X		X

4. Job requires the physical ability to use FEET for repetitive movements as in pushing and pulling of leg controls:

RIGHT	LEFT	BOTH
-	-	-

5. Job require the physical ability to function in activities involving:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A) Reaching			X	
B) Bending			X	
C) Squatting			X	
D) Crawling		X		
E) Climbing		X		
F) Driving a vehicle		X		
G) Unprotected heights		X		
H) Being around moving machinery		X		
I) Exposure to marked changes in temperature and humidity		X		
J) Exposure to dust, fumes, gas		X		