

# Town of Sherborn Job Description

Form approved by Personnel Board 6/97. Amended and approved by Personnel Board 3/06

**JOB TITLE:**

TEEN SERVICES LIBRARIAN

**DEPARTMENT NAME:**

SHERBORN LIBRARY

FLSA STATUS:	EMPLOYEE TYPE: (see General By-Laws Personnel Administration Plan for definitions)		
Exempt: <input checked="" type="checkbox"/>			
Non-Exempt: <input type="checkbox"/>	Salaried <input checked="" type="checkbox"/>	Regular Part-Time <input type="checkbox"/>	Casual Part-Time <input type="checkbox"/>
Hours worked per week _____	Regular Full-Time <input type="checkbox"/>	Supplemental Part-Time <input type="checkbox"/>	Temporary <input type="checkbox"/>

**REPORTS DIRECTLY TO (INDICATE JOB TITLE):**

ASSISTANT DIRECTOR

**I. JOB SUMMARY** - *Briefly describe the primary function of this job.*

The Teen Librarian is responsible for the development and enactment of 'tween and young adult Library programs and services in coordination with the Children's Librarian. Responsible for managing the teen materials and program budgets, offering robust reference services and maintaining the youth collection.

**II. JOB DUTIES** - *List six to eight of the most important duties using concise and comprehensive statements. Begin with the most important duty. Include any essential or important physical demands that are required to complete each of these duties. Use separate sheet if necessary.*

1. Develops and manages a multi-media youth collection, including print, digital, online and audio formats, by consulting professional journals of reviews and in keeping with internal Materials Selection policy, as well as paying particular attention to trends in youth popular culture.
2. Designs and implements creative 'tween and teen programs in conjunction with the Friends of the Sherborn Library, school and community groups. Develops special programs and events to encourage recreational reading throughout the year. Devises methods of measuring the effectiveness of youth programs and services and reports the results to the Library Director.
3. Provides a program of readers' advisory service to upstart new or reluctant readers and inform parents or caregivers of available materials. Matches youth, with a particular focus on 'tweens and teens, to books or non-print material on intellectual, social, and personal levels. Performs circulation duties in the Children's Wing and substitutes in the general public services department as needed.
4. Collaborates with the Children's Librarian and Assistant Director to develop and implement engaging programming, including Summer Reading. Reaches out to schools and local organizations to coordinate and promote programs as needed.
5. Provides guidelines to the Library Director for the allocation of funds from the operating budget to support youth services and accounts for the designated expenditures. Proposes projects to the Library Director for use of endowed and special funds earmarked for youth. Writes grants to glean support for youth Library programs and services. Works with the Library administration on yearly Library goals in conjunction with development of the annual Action Plan and overall vision of the Library.
6. Together with the Children's Librarian, designs and implements youth community service opportunities.
7. Creates displays and exhibits advertising Library collections. Uses technology and social media to promote use of and access to Library collections and services. Updates the website.

**III. EDUCATION, TRAINING & EXPERIENCE** - *Describe the minimum level of education, training, and experience, as well as any special skills or certifications, which are required to competently perform the duties of this job.*

Position requires a Masters of Science in Library and Information Science (M.L.S.) from an accredited Library school, or significant progress toward the M.L.S., with concentration in youth Librarianship.

Superior organizational skills, oral, written, and interpersonal communication ability; exceptional customer service experience is required.

Computer literacy and fluency with Internet searching is required. Basic website management skills desired.

**IV. COMMUNICATIONS & CONTACTS** - *List the jobs, external departments or organization with which the job has the most frequent contact. Describe the purpose and frequency of the contacts (Do not include supervisors and subordinates).*

<u>Contact</u>	<u>Purpose</u>	<u>Frequency</u>
Friends of the Library	Develop and coordinate programs with fundraising group	Monthly
School Librarians	Develop and coordinate programs with a common aim	Quarterly
Children's Librarian Groups	Resource sharing; preview of materials; state-wide programs	Monthly
Library Staff	Coordination of Library services and materials	Daily
Volunteers & Students	Coordinates to assist with special or ongoing projects	Regularly

**V. MANAGERIAL & SUPERVISORY RESPONSIBILITIES** - *Describe the function(s) over which this job has direct accountability and authority.*

Manages materials and program budgets assigned to Youth Services by the Library Director and the Friends of the Library, and reports the status in spreadsheet form.

Keeps statistics on youth programs and services for inclusion in the Library Director's annual reports.

Directs paid clerical or volunteers available to assist with duties related to youth services or special projects.

Develops the collection of materials for youth; plans and implements youth programs.

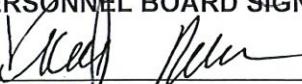
**VI. WORK ENVIRONMENT:** *Describe the workplace environment e.g. office, outdoors, night work, and any equipment usage requirements.*

The Library is a public building and office work environment. The general public of all ages has access to three levels of the facilities, including book collections and meeting rooms. Physical stamina and mobility is required to handle Library materials and maintain daily circulation duties. All staff have the responsibility of interacting with the public, upholding all Library policies voted on by the Board of Trustees and following guidelines outlined in the emergency procedure manual. Ability to work 40 hours per week, including night and weekend shifts.

**VII. REPORTING RELATIONS** - *Attach an organizational chart if possible indicating where this job fits in the department's operations.*

**Attached**

*The above statement is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

SUPERVISOR'S/MANAGER'S SIGNATURE: 	DATE: 9/21/2023
TOWN ADMINISTRATORS SIGNATURE: 	DATE: 9/29/23
PERSONNEL BOARD SIGNATURE 	DATE: 9/19/23

COMMENTS: