



Teen Librarian  
Full-time, 40 hrs./ wk.

*Position to begin September 1, 2014*

Opening Date: February 14, 2014  
Closing Date: Open Until Filled  
Posting Type: Internal/External  
Salary Range: Master B, \$39,790 - \$53,518.40

**Do You Love Working with Tweens and Teens?** Then don't miss this opportunity to join Pueblo City County Library District as our new Teen Librarian!

The Teen Services Librarian promotes engagement and increase circulation, visits, program attendance and digital services use for services and resources that target teens in the community. This position works within the Youth Services (YS) Department to provide district-wide leadership in the planning and implementation of innovative teen programs.

**About the Position:**

The Teen Services Librarian reports to the Manager of Youth Services and Library @ Y. This position works as a team member of the YS department and works closely with the Reference and Readers Advisory (R&RA) Department. This position collaborates with staff from branches and support services. The Teen Services Librarian builds appropriate relationships with young customers by demonstrating understanding and empathy for teens while maintaining appropriate boundaries. This position provides excellent customer service demonstrating the ability to communicate effectively with people regardless of age, race, sexual orientation, ability level or background.

**Primary Duties and Responsibilities:**

Demonstrates effective leadership in the planning and implementation of the district-wide tween/teen programs such as the summer reading program and additional programs throughout the year. Stays current on trends affecting teen services in public libraries.

Participates in planning and maintaining the Teen Program budget; purchases materials and manages expenses. Maintains program statistics and creates reports and presentations.

Leads efforts to create an environment that supports teen learning experiences. Stays abreast of new technologies and trends and assesses the feasibility of adoption by the library district.

Coordinates the Teen Advisory Committee at the Rawlings Library which provides feedback from teens regarding programs and services; leads teen clubs for the Rawlings Library. Serves on the Youth Services Planning Committee.

Creates programs for the public and schools which promote the use of library materials and services. Provides tours, visits schools, and facilitates community outreach for teens. Plans and performs story times and/or programs for children and teens. Creates and performs book talks.

Promotes teen services to the community by working with the Community Relations department; writes content for teens for PCCLD's social media sites.

Provides direct customer service for approximately 30% of hours worked, using the facilitated customer service model to provide service at the point of need. Provides advice to readers, helps locate materials, assists with research, instructs customers on how to use computers, digital and e-resources. Suggests outside resources for teens, parents, teachers and community members.

Assists in the collection development process of evaluating and weeding materials for teens.

Supports team efforts to maintain a safe and secure environment for customers and staff by maintaining awareness of surroundings and working in accordance with safety policies and procedures.

Participates in regularly scheduled department meetings. Attends All Staff Development Days and other training sessions to acquire new skills and to stay current on all information that is pertinent to PCCLD.

Reads daily organizational communications from intranet, e-mail, newsletters and print announcements. Stays current on all library services, programs and events throughout the district. Regularly accesses electronic time keeping, payroll and personnel employee access systems.

Occasionally is assigned to the role of Supervisor in Charge for the Rawlings Library including oversight of safety, building security and of the security guard on duty.

Cross trains and provides back-up coverage for the Manager of Youth Services and Library @ Y.

May supervise and coordinate work for special projects as assigned by the supervisor.

Performs other duties as assigned.

### **Who are we looking for?**

Education and Experience: Master's degree in Library Science from a college or university accredited by the American Library Association. Must possess two years of general experience working with children and young adults with knowledge of children's and teen's literature.

Skills and Abilities: Requires a thorough knowledge of young adult literature and of print and electronic reference tools and knowledge of research techniques. Excellent communication skills are required including the ability to engage children and teens, listen and resolve problems. Able to lead groups and communicate effectively to a variety of audiences and age levels. Must exhibit creativity in developing new and interesting programs for youth and teens. Must possess strong computer skills with the ability to use a variety of electronic and digital devices and e-resources; possesses a keen interest in using and learning new technologies.

Physical Requirements: Must be able to lift objects weighing up to 50 pounds and push /pull a fully loaded book cart weighing up to 200 pounds.

Other Requirements: Must be able to work a flexible schedule including days, evenings and weekends. Must submit to and successfully pass a criminal background investigation. Must possess a clean driving record, current Colorado Driver's License and provide proof of automobile insurance.

**To Apply:**

Send a completed PCCLD Employment Application, letter of interest and resume to:

Email: [joe'l.deyoung@pueblolibrary.org](mailto:joe'l.deyoung@pueblolibrary.org)  
Mail: PCCLD, HR, 100 E. Abriendo Ave.  
Pueblo, CO 81004

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