



Employment Opportunity

Teen Librarian - Full Time

Kathryn Linnemann Branch, St. Charles, MO

The Kathryn Linnemann Branch of the St. Charles City-County Library is seeking a full-time Teen Librarian to guide teen services within the branch's youth services department. This includes planning teen programming, managing a dedicated teen space, providing outreach services, and offering excellent customer service to teens and their caregivers. This position will report directly to the Youth Services Supervisor, and will be expected to regularly collaborate with other teen and youth services staff.

Located in the heart of St. Charles City, the branch serves a diverse and rapidly changing population. The branch has a particularly large after-school teen population and a growing population of young families. The best candidate for this position will be enthusiastic about youth services and focus on positive engagement with the teen population.

Requirements:

- Experience working with youth, especially teens and tweens
- Ability to plan and present programs for ages 12-18
- Must possess leadership skills along with an ability to collaborate well with a team
- Flexibility and positive mindset
- Strong technology skills with knowledge of current technology trends
- Experience with high-needs populations and proficiency in a second language is helpful

Education & Experience:

- Master's Degree in Library Science from an ALA-accredited program
- Customer service experience required
- Directly related public library experience preferred

Schedule:

Weekly schedule is Monday through Friday 8:30am-5:00pm, including one evening a week and one weekend per month. Flexibility to meet the scheduling needs of the branch is expected.

We offer a full benefit package which includes healthcare, vision and dental insurance, retirement plan, deferred compensation (457) plan and generous time off. Starting salary is \$47,358.25.

For priority consideration, submit a cover letter and resume with completed [SCCCL Application](#) by July 25th, 2021. Please send application materials electronically to HR@stchlibrary.org. Applications will be accepted until the position is filled.

The St. Charles City-County Library is committed to diversity and inclusion. The Library provides equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status.

7/9/21 - 7/25/21

Please see the following job description for more information.

Description Number: 183
Position Title: Youth Services Librarian
Salary Grade: 18
FLSA Classification: Exempt
Reports To: General Purpose Branch Manager or Regional Branch Youth Services Supervisor
Revision Date: 08/01/2018

Position Summary

The primary focus of the position is delivering library services, specifically reference, readers' advisory and programming services to youth. Additional duties may include technology training, provision of off-site services, and supervisory duties. Youth services librarians are expected to serve all ages, however there may be a specialty designation of children's, teen, or a combination of the two depending on branch assignment.

Essential Functions

1. Understand theories of infant, child, and adolescent learning and development and their implications for library service.
2. Communicate early literacy practices to parents and have a familiarity with the ALA Every Child Ready to Read Initiative.
3. Present programs to large or small groups of children, teens, and/or adults.
4. Demonstrate a knowledge and appreciation of youth literature, periodicals, audiovisual materials, websites, and other electronic media that contribute to a diverse and relevant collection.
5. Use technology in programming when appropriate.
6. Mentor other staff in the branch in services to youth, including paraprofessionals and new librarians.

Duties

General Duties

1. Carry out duties in accordance with the District's Code of Ethics.
2. Work cooperatively with all District staff in planning, developing and deploying new services.
3. Participate in professional development and continuing education activities, including ongoing review of professional literature.
4. Attend meetings of District staff as required.
5. Participate on special project teams focused on system-wide goals and programs.

Public Service Duties

1. Plan, design, present, and evaluate services and programs for youth.
2. Identify and engage skilled community partners to present programs.
3. Instruct customers in the use of library tools and resources, empowering them to choose materials and services on their own.

4. Provide reference assistance to all customers, including readers' advisory, educational support, and technology assistance.
5. Promote library collections and services through programming, merchandising, outreach visits, and community events and maintain relationships with community agencies.

Public Service Duties (continued)

6. Explain library policies and procedures to customers.
7. Resolve customer service issues as needed.

Collection Maintenance

1. Assist with the weeding of materials according to District policies to ensure that the collection is current and relevant materials are available.
2. Collaborate with collection services staff on providing a diverse variety of electronic resources, audiovisual materials, and print materials, to best serve the needs of youth and caregivers.
3. Stay current on new materials by consulting a wide variety of reviewing sources and publishers' catalogs, and attending professional meetings.

Supervisory Duties in a General Purpose Branch

1. Assist the Branch Manager with supervising the daily operations of the branch by handling staff and customer issues as needed.
2. Assist Branch Manager with staff scheduling, as needed.
3. Participate in the interview and selection process for new employees in the department or branch.
4. Oversee training in the department and conduct performance evaluation of direct reports.
5. Communicate or interpret policies and procedures to staff.

Skills

1. Expertise in the area of infant, child, and adolescent learning and development.
2. Expertise in youth literature coupled with ability to recommend age-appropriate reading suggestions that match the customers' interests.
3. Extensive knowledge of general library operations and library technology.
4. Ability to interact pleasantly and positively with customers and staff.
5. Supervisory skills and understanding of workflow processes.
6. Strong computer skills and ability to troubleshoot problems or answer customer questions.
7. Excellent written and verbal communication skills.

Essential Physical Abilities - Accomplished with or without reasonable accommodation.

1. Ability to stand for long periods of time in public service area.
2. Ability to lift and move materials and furnishings for program set up.
3. Ability to reach high or low to review materials on shelves and move through aisles.
4. Sufficient clarity of speech and hearing to communicate well with staff and customers.
5. Sufficient vision to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form.
6. Sufficient personal mobility to attend meetings at various locations within the District.

Education and Experience

1. Master's in Library Science from an ALA-accredited program required.
2. Experience working with youth in a professional capacity preferred.

The job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the Library.