

## **Solon Public Library - Job description for Teen Services Librarian (January 2022)**

### **Hourly pay range:**

\$15.00 - 17.50 based on qualifications.

### **Basic outline of scheduling:**

This position is currently 20 hours, part-time. There can be some flexibility in hours, with a focus on after school hours for programming. Expect some evenings and one Saturday per month.

**General Statement of Duties:** Building positive relationships with our teens, through outreach, programming, and readers advisory, is the main focus of this position. Under the supervision of the Library Director, and in collaboration with Youth Services and Adult Services programming staff, will plan and present programs for teens and young adults (grades 5 - 12). Providing exceptional patron service at the circulation desk and understanding the basic rules and procedures of the library is also expected.

### **Examples of work in detail:**

#### Programming:

- Plans, implements and evaluates library programs and services which fulfill the diverse educational, recreational, and personal needs for teens (grades 5 - 8) and young adults (grades 9 - 12). Provide opportunities for social connections, exploring career and college opportunities, and embracing life-long learning.
- Activities to include but not limited to: weekly teen and young adult programs, Teen Advisory Board, Teen Reading Challenge, and collaboration with the director to provide teen volunteer opportunities.
- Assists with class tours and special library activities.
- Collaborates with Youth Services and Adult Services Librarians to plan and present summer reading programming and winter library challenge activities.
- Works with the director and other staff to expand programs as budget and time allow.

#### Library:

- Works with the public, helping with printing, faxing, scanning and answering general technology questions as required.
- Preserves patron privacy and ensures patron account security by following library policies and procedures.
- Performs general duties at the circulation desk and may be responsible for opening or closing during a shift.
- Shelves library materials in the correct location and performs shelf-reading duties with accuracy.
- Accurately enters patron information into the computer system.
- Understands and upholds the principles of Intellectual Freedom.

#### Administrative:

- Maintains records on program attendance and funding required for all programs.
- Maintains and orders supplies needed for programs and events, within the established budget.

- Keeps library staff informed about upcoming programs, events, and displays.
- Participates in staff meetings.
- Contributes to long-range planning.
- Partners with local school staff at the intermediate, middle school, and high school and the larger community to extend the reach of the library.

**Desired knowledge, skills and abilities:**

- Must possess a minimum of a high school diploma and two years of experience working in a library and/or with teens and young adults.
- A college degree and knowledge of children’s literature and materials, including reference materials, is preferred but not required.
- A Master's Degree in Library Science is preferred but not required.
- Must enjoy working with youth and the public.
- Willingness to read Teen/YA literature on a regular basis and stays current with Teen/YA authors and series to provide readers advisory to patrons.
- Must have good communication skills and integrity, be reliable, organized, enthusiastic, and strive for regular professional growth.
- Skill and knowledge to operate a computer and applicable software, including integrated library systems, email, Microsoft products, Google applications and calendar.

**Physical demands and working conditions:**

- Sitting and working at a computer for periods of time.
- Visual acuity to read computer screen as well as titles and spine labels of books on shelves.
- Dexterity for keyboarding.
- Reaching above the head, bending, kneeling or crouching to reach high and low objects.
- Walking to assist patrons
- Lifting up to 25 pounds of library materials, chairs, etc.; pushing, pulling tables, etc.
- Handling, manipulating library materials, fingering book pages, forms, etc.
- Storage is in the basement and involves trips up and down the stairway.
- A driver’s license is helpful.

**How to Apply:**

1. Complete the City of Solon Employment Application Form
  - Paper copies are available at Solon Public Library or Solon City Hall
  - A PDF copy which can be completed online is available on the Solon Public Library website: <https://www.solon.lib.ia.us/about/employment-opportunities>
  - A PDF copy that can be printed and completed is available on the Solon City website: <https://solon-iowa.com/Jobs.aspx>
2. Send completed application form, resume, and cover letter to Liz King, Library Director, at [lking@solon.lib.ia.us](mailto:lking@solon.lib.ia.us)

The Position will be posted for a minimum of 10 days or until position is filled.  
 This institution is an Equal Opportunity Employer.