

# CITY OF EAST LANSING

## EAST LANSING PUBLIC LIBRARY

### JOB DESCRIPTION

**AVAILABLE POSITION:**

Teen Services Librarian

**PAY RATE:**

\$21.53/hour

**HOURS PER WEEK:**

28 hours per week  
Includes nights and weekends  
At-will position

**Reports to:** Head of Programs and Outreach Services

**PURPOSE:**

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Twenty-eight (28) hours per week opportunity for an energetic, visionary and team-oriented Teen Services Librarian with a strong public service commitment. The Teen Services Librarian develops creative young adult programming (literacy-based and STEAM-based) and outreach opportunities; provides proactive customer service and technology instruction for all ages; represents the library in the community and works as a liaison with local schools.

**ESSENTIAL POSITION FUNCTIONS**

- 1) Proactively provides customer service
- 2) Initiates the development and implementation of teen programs (both in the library and offsite) to increase awareness of library resources and encourage library use
- 3) Manages and coordinates the teen after-school program five days per week, including the supervision of volunteers and interns
- 4) Maintains contact and cultivates relationships with the public, schools, teachers and community organizations to raise the profile and awareness of the library for educational and promotional purposes relating to the library's teen services
- 5) Develops STEAM and Technology-based programs for the library's Maker Studios
- 6) Performs duties of Librarian, including readers' advisory; collection maintenance; social media marketing; and reference and technology instruction based on patrons' interests
- 7) Serves as on-duty staff as needed, making decisions dealing with library security, policy, emergency procedures, customer service and conflict resolution
- 8) Cooperates as a team member with all library staff in performing any professional or nonprofessional duty essential to the achievement of efficient library operations
- 9) Prepares regular reports for Library Director, Library Board and supervisor.

## **REQUIRED QUALIFICATIONS**

### **Education, Training and/or Experience**

- 1) Master's degree in Library Science from an American Library Association accredited school
- 2) Customer service experience
- 3) Experience in working with and developing programming for young adults (ages 12-18 years)

### **Knowledge, Skills, Abilities and Personal Characteristics**

- 1) Ability to translate young adult needs and interests into effective library services and programs
- 2) Maintains awareness of new developments and trends in the field through professional journals, workshops and conferences, and professional networking
- 3) Familiarity with Makerspaces and maker-related programs in public libraries
- 4) Ability to motivate and coach staff
- 5) Ability to diffuse patron complaints and handle security issues
- 6) Ability to define problems, collect data, establish facts and draw valid conclusions
- 7) Comfortable implementing programs, building community relationships and speaking before large groups
- 8) Must be self-motivated and in possession of excellent critical thinking skills and be able to exercise initiative and independent judgment
- 9) Ability to work in a collaborative, dynamic, fast-paced environment, using excellent organizational and time management skills
- 10) Embraces change in work environment, procedures and services
- 11) Highly responsive and has clear oral and written communication skills
- 12) Knowledgeable and experienced in social media and marketing

## **PREFERRED QUALIFICATIONS**

- 1) A minimum of one (1) year of professional library experience
- 2) Experience with project and process management
- 3) Experience training and supervising volunteers
- 4) Creativity and a proven record in developing innovative teen programming

## **PHYSICAL DEMANDS**

- 1) Ability to sit and use computer for extended periods and operate standard office equipment
- 2) Ability to lift and move up to fifty (50) pounds
- 3) Ability to push book trucks with up to 150 pounds of materials on them
- 4) Ability to perform repeated reaching, bending and squatting
- 5) Travel by automobile is required frequently

## **WORKING CONDITIONS**

- 1) Majority of work performed in library environment and East Lansing community
- 2) Requires availability for extended hours as needed
- 3) Requires evenings and weekends
- 4) Requires periodic participation and attendance at events and training

*This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with position and is subject to review and change at any time in accordance with the needs of The East Lansing Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.*

**APPLY:** East Lansing Public Library  
Attention: Jill Abood, Head of Programs and Outreach Services  
950 Abbot Road  
East Lansing, MI 48823  
Please fill out City of East Lansing job application (available on [elpl.org](http://elpl.org)); Include resume, cover letter and supplemental questions.

**DEADLINE:** Open until June 1, 2015

**EAST LANSING IS AN EQUAL OPPORTUNITY EMPLOYER  
THIS POSITION REQUIRES A BACKGROUND CHECK**

## Supplemental Questions

1. Briefly describe the future of teen services in libraries as you see it (include collections, services, programming, and community outreach components as applicable).
2. Share with us an innovative teen program and/or service you created and marketed. Describe how you determined the need for the program or service; what criteria you used in evaluating its effectiveness, the tools you utilized to create the program/service, how you got staff buy in and how you marketed the program/service.
3. ELPL prides itself on being a fast-paced organization that is constantly changing to meet the needs of our diverse community. Give us an example of how you have adjusted to change and how you have helped others adjust to change.
4. What are three things you would do to ensure strong communication with co-workers, local schools, community organizations and the general public?