

WATERTOWN PUBLIC LIBRARY

POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the Library. The Library retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

DATE: June 2023

Title: (Senior Library Assistant Teen/Reference) **Department:** (Library) **FLSA Status:** (Non-Exempt)

General Summary:

A full-time position with semi-professional responsibilities of developing and delivering library services for teens aged 11-17. Supports services in the Adult Services Department. Acts as part of the administration team, oversees the two story 41,000 sq ft facility and technology operations in the absence of the Library Director and Department Heads.

Reporting Responsibility:

Under the direction of the Library Director, the Senior Library Assistant is responsible for working closely with teens who visit the library; developing and facilitating a regular schedule of programs, conducting outreach and developing partnerships with schools and teachers, making decisions regarding collection development and preparing all publicity for teen programs. A self-starter. This position is required to work with a minimum of supervision to complete regular assignments, however, special and unusual, assignments may be subject to closer supervision.

Specific Accountabilities:

- Assists with developing and implementing teen specific policies.
- Responsible for maintaining a teen specific area and dedicated gaming room
- Plans, organizes and implements a robust assortment of programs/activities for teens/tweens catering to the dedicated teen space in the facility.
- Creates and posts for the robust assortment for social media events and information.
- Enjoys working with tweens/teens with ability to relate tactfully and courteously.
- Develops and maintains relationships with teachers, schools, and community groups through community outreach and partnerships.
- In-depth knowledge of teen literature, current events, popular local and youth culture.
- Working knowledge of library ILS (Polaris), library app, online resources and databases
- Responsible for collection development and maintenance of the teen collection; selecting, ordering, withdrawing outdated/damaged materials
- Manages the portion of the library's budget allocated to teen materials and programming. Also includes managing funds donated to Teen Services.

- Provides readers advisory and reference services.
- Proficiency operating software programs utilized by library staff and patrons, creates reports for collection analysis.
- Assists with training library staff who work in the Teen Room and the Adult Services Reference Desk.
- Enjoys working with diverse populations.
- Assists with Implementing, maintaining, training and troubleshooting technical equipment required by library staff and patrons to successfully perform duties.
- Expected to work at all four service desks when necessary.
- Assists other departments as needed.

Knowledge, Skills, and Abilities:

Associate degree preferred, with experience working with teens and families a plus, but equivalent combination of education and work experience will be considered.

- Proficient knowledge of computers, tablets, Microsoft office, library networks, library software, self-checkout and digital resources.
- Ability to perform classification of teen library materials.
- Assists with responsibilities in the Adult Services Department
- Knowledge of basic library principles, procedures, technology, goals and philosophy's of service
- Ability to plan, coordinate and direct work
- Ability to create a pleasant, helpful atmosphere
- Ability to relate tactfully and courteously with the public and to maintain effective working relationships with other employees. Consistently presents the Watertown Public Library and its resources to the public in positive manner.
- Ability to exercise initiative, and to stimulate interest and encourage participation in reading and other library literacy activities.
- Comfortable working in a multi-tasking environment
- Provide services and materials within the guidelines of the operating budget
- Ability to make responsible decisions.
- Ability to prepare effective correspondence without referral to a supervisor.
- Ability to maintain effective working relationships with high level officials, department heads, employees and the public and to deal with public relations problems courteously and tactfully.
- Ability to be confidential.
- Ability to schedule effective use of own time,
- Ability to follow instructions and to adhere to prescribed facility practices.
- Ability to work a flexible schedule; including nights and weekends or on an as needed basis; works extra hours as required.
- Maintains regular and predictable attendance

Physical Requirements

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

- Continuously requires vision.
- Work frequently sitting.
- Use hands to operate computers, answer phones and handle library materials of all sizes
- Work frequently standing, walking, stooping, kneeling, crouching, and lifting.
- Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the American with Disabilities Act of 1990 (as amended).