



**POSITION TITLE:** Teen Services Librarian

**JOB DESCRIPTION:** Applicants for this position should have a strong public service commitment with the ability to provide library service and programming to young adults and those who work with young adults as well as assist patrons in finding materials for recreation and information. Applicant should also be prepared for constant contact and collaboration with teens (typically ages 11-18) with diverse backgrounds and needs.

**Immediate Supervisor:** Library Director

**Full Time:** 40 hours

**Wage Range:** \$18.00-\$20.00 hourly

**DUTIES:**

- Provides direct assistance to patrons with basic information regarding use of library materials, equipment, and services.
- Oversees Teen/ Young Adult collection development and collection maintenance.
- Cultivates and maintains professional relationships with parents, other family members, the public, the City school district, other libraries, state and regional library associations, and other professional organizations.
- Supervise support staff in the youth department.
- Initiates, plans, and conducts a variety of programs and activities to encourage the use of the library by patrons between the ages of 11 and 18, including but not limited to films and special events, reading clubs, and school and community outreach.
- Takes a leadership role in developing effective and productive teen advisory board.
- Attends professional library conferences, seminars, and network committees; reads professional literature; attends and participates in staff meeting discussions.
- Other duties as assigned.

**Qualifications and Requirements**

- Master's degree in Library Science from an ALA-accredited program required.
- Experience with youth and young adults especially ages 11-18.
- Experience working in an urban library with diverse populations.
- A strong background in computers/technology and non-print materials formats.
- Patience, tact, and excellent communication skills.
- Ability to train and supervise library staff.

- Demonstrates creativity, flexibility, and a positive attitude.
- Excellent reference skills and ability to relate to patrons of all ages.
- Ability to plan and coordinate the work of others.
- Ability to exercise leadership and motivate others.
- Ability to establish effective working relationships with community organizations.
- Must be able to lift and carry bags of books or boxes weighing up to 40 pounds.
- Must be able to speak distinctly to large groups.
- Must possess of a valid driver's license and a vehicle for use on library business.
- Must be available to work evenings and weekends.

**KNOWLEDGE/SKILLS:**

- Knowledge of recreational and educational needs of young adults.
- Ability to translate young adult needs and interests into effective library services and programs.
- Knowledge of current trends in library services for young adults and young adult literature and other materials for youth.
- Knowledge of standard library procedures, current information technology, Internet and database search capabilities.
- Communicate with others, orally and in writing; correspond often through email.

**Application Procedure:** All applicants must submit a completed Pontiac Public Library Employment Application, resume and a cover letter, and three references to be considered for the position. Please fax, mail or e-mail the application materials to:

Devan Brie S. Green, MLIS  
Library Director [dbgreen@tln.lib.mi.us](mailto:dbgreen@tln.lib.mi.us),  
Pontiac Public Library  
60 East Pike St.  
Pontiac, MI 48342  
Fax: 248-430-8254.

For more information, you may contact the library 248-758-3942.

***Pontiac Public Library is an Equal Opportunity/Affirmative Action Employer.  
All interested applicants are encouraged to apply.***