



## **Full-Time Employment Opportunity Head of Teen Services**

The Wallingford Public Library seeks a full-time Head of Teen Services to join its team.

To apply for this position, send a meaningful cover letter, resume, and contact information for three references to Jane Fisher, Library Director, at [jfisher@wallingfordlibrary.org](mailto:jfisher@wallingfordlibrary.org) on or before March 12, 2021.

### **Job Summary:**

Plans and implements a wide range of programs and services for teens. Cultivates communication and collaboration with teens, including those with diverse backgrounds and abilities. Engages with community groups and partners who also work with teens. Delivers reference, readers advisory, and technology assistance to library patrons of all ages. Reports to the Library Director.

### **Essential Job Functions:**

- Provides exemplary information and reference service to the public at various service points, including the information desk, public computer areas, on the telephone and in the Collaboratory.
- Maintains a diverse range of ongoing programs, workshops, and participatory experiences for teens in grades 6-12 while simultaneously introducing new programs and special events that respond to teen interests.
- Prepares marketing and promotional materials. Tracks program attendance, evaluates program outcomes, and prepares reports.
- Works in close collaboration with members of the library, local schools, and community agencies to coordinate activities and exchange information; plans and implements collaborative programs and projects.
- Develops and maintains a portion of the adult collection of materials and the young adult collection in all formats including selection of materials, weeding, creating displays, and collection maintenance.
- Maintains teen program and collection budget, keeps a record of expenditures, contracts, and check requests.
- Provides information on all subjects to library users in person, by telephone, and via text messaging; assists patrons in their use of online databases, Internet resources, and computer searching.
- Assists patrons with operation and maintenance of library equipment including public computers and printers, wireless printing, 3D printer, scanner, fax machine, microfilm reader, makerspace equipment, and photocopiers.
- Participates on the library's Management Team, which plays a critical role implementing the library's mission, vision, and strategic direction, including making the library a more inclusive and welcoming place for all people through its programs, services, and collections.
- Participates on the Collaboratory Team, providing one-on-one technical instruction and envisioning future services in our makerspace.

### **Required Knowledge, Skills, and Abilities:**

- A Master's Degree in Library/Information Science and three years of increasingly responsible professional library work, preferably with experience in teen programming and services.
- Proven track record of providing outstanding customer service.

- Extensive knowledge of the developmental, educational, and recreational needs of teens, as well as the current trends in library services for teens.
- Extensive knowledge of young adult literature.
- Demonstrated ability to develop clear goals for teen services and to monitor short and long-range plans.
- Proven ability to establish and maintain effective working relationships with co-workers, peers, local officials and agency representatives, educators, and the general public.
- Demonstrated ability to communicate effectively with co-workers and the public, both orally and in writing, including public speaking and preparing clear and concise statistical and narrative reports.
- Proficiency in a wide variety of software and hardware, including Microsoft Office, PC, Apple, mobile devices, streaming media, e-reader devices, electronic resources, library automation systems, social media, and Google apps.
- Currency and fluency in maker equipment and trends.
- Eagerness and flexibility to learn emerging technologies in a continuously evolving environment.
- Spanish language proficiency highly desirable.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Move throughout the library to access collections, lead programs and meetings, and operate office equipment.
- Remain in a stationary position 50% of the time.
- Lift and transport books and other library materials offsite.
- Move equipment and book carts weighing up to 50 pounds around the library building.
- Communicate with staff and the general public and exchange accurate information.
- Have the visual acuity required to read and view from a computer terminal.
- Operate a computer and other office productivity machinery, such as scanner/fax machines, printers, and copy machines.

### **Hours:**

37.5 hours per week including evenings and weekends

### **Benefits & Compensation:**

- Librarian III. Starting salary range begins at \$65,000
- 20 vacation days, 10 paid holidays, 4 personal days
- Medical and dental insurance
- Life insurance for employee
- TIAA-CREF retirement plan

*Disclaimer: Nothing in this job description restricts the Wallingford Public Library's right to assign or reassign duties and responsibilities to this job at any time. This description reflects the Wallingford Public Library's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.*

*The Wallingford Public Library is an equal opportunity employer and does not discriminate as to age, race, color, creed, marital status, national origin, sexual orientation, gender identity or expression, disability, or other protected status under state and federal laws.*