

TIFFIN-SENECA PUBLIC LIBRARY

Position Description

Job Title:	<i>Head of Teen Services</i>
Description Effective Date:	<i>February 1, 2025</i>
FLSA Status:	<i>Nonexempt</i>
Compensation Level:	<i>37</i>
WFH Eligibility:	<i>No</i>
Department:	<i>Teen Services</i>
Reports To:	<i>Library Director</i>

JOB SUMMARY

Under the immediate supervision of the Library Director, the Teen Services Manager performs a variety of professional librarian duties while managing services for patrons ages 11-17. This individual provides direct patron assistance, supervises the Teen Area, selects and maintains young adult materials, and implements teen programming. This individual serves on the library's Management Team.

ESSENTIAL FUNCTIONS

- ***Budgeting***
 - Participates in annual budget preparation and administration.
 - Manages assigned budget, seeking maximum public benefit for all expenditures.
 - Secures grants and alternative sources of funding to support teen programs and services.
- ***Customer Service***
 - Provides excellent patron service and committed to the library's values.
 - Directly supervises the Teen Area after school and during other times of high usage.
 - Provides effective reference and reader's advisory services.
 - Shares timely and clear information about teen services to other library staff.
 - Fairly and tactfully enforces library policies and teen area expectations.
- ***Collection Development***
 - Develops, maintains, and weeds the library's teen collections.
 - Creates tools to facilitate access and raise awareness of teen collections, including displays, booklists, and other aids.
- ***Programming***
 - Plans, produces, coordinates, and evaluates teen programs.
 - Plans, produces, coordinates, and evaluates the teen Summer Reading Program and Winter Reading Challenge.
 - Collaborates with other staff to provide family/multigenerational programming as opportunities arise.
- ***School and Community Outreach***
 - Serves as a liaison with area school librarians, teachers, and school administrators to provide curriculum support and other services.
 - Visits schools and other locations serving teens and their families.
 - Gives promotional presentations and tours of the library for teens.

- *Publicity and Marketing*
 - Collaborates with the Community Relations Manager to effectively promote the library, its services, programs, and collections to teens.
 - Remains visible in the community and represents the library in a positive way.
- *Professional Development*
 - Participates in training, workshops, and conferences for professional development.
 - Maintains active membership in local and regional professional groups and associations.
- *Support Library Mission and Goals*
 - Advocates for quality teen services and programs.
 - Maintains records and statistics related to the teen collections, programs, and services.
 - Actively participates in the library's management team, including long-range planning, problem solving, and policy development.
 - Ensures a safe and secure library environment through adherence to library policies and procedures and practicing situational awareness.
 - Maintains regular and predictable on-site attendance.
 - Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to create a welcoming environment for all patrons and staff.
- Outstanding customer service, communication, and telephone skills.
- Applies knowledge of current best practices and trends in library services for teens ages 11-17.
- Applies knowledge of teens' developmental, recreational and educational needs.
- Possesses strong understanding of teens' current interests and trends in YA publishing.
- Ability to work independently and advance multiple projects despite frequent distractions.
- Ability to retain, follow, and explain organizational procedures, processes, and policies.
- Advanced Knowledge of standard library procedures, current information technology, Internet and database search techniques.
- Able to establish and maintain effective working relationships with co-workers, patrons, user groups, community organizations, volunteer groups and to serve the public courteously.
- Technology skills sufficient to effectively operate a computer, perform online tasks and searches, utilize Microsoft Office productivity software, and learn library-specific software.
- Ability to speak and perform in front of groups of teen patrons and parents.
- Creativity, initiative, organization, good judgement, and the ability to use time well.

SUPERVISORY RESPONSIBILITIES

- Supervises any departmental volunteers.

WORK ENVIRONMENT / PHYSICAL DEMANDS

Work is performed in an office/retail environment. Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library materials is required. The ability to communicate orally and in writing effectively is necessary. Job duties include reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the workday. The ability to do repetitive tasks with speed and accuracy is needed. Employees may need to carry, push, pull, or lift up to 30 pounds while using proper lifting techniques. Pushing and pulling fully loaded (50-100 pounds) book carts will be commonplace. The ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines will be expected.

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

SCHEDULE

This full-time, nonexempt position requires 39.5 hours weekly. Typical weekday hours are 9:00 am – 6:00 pm. Occasional evening and/or weekend shifts work may be scheduled to accommodate community outreach or special programming.

REQUIREMENTS

- Master's degree in Library Science from an ALA-accredited university.
- Minimum of two (2) years' experience working in a public library.
- Acceptable Ohio Bureau of Criminal Investigation background check.
- Valid Ohio driver's license and clean driving record.
- Reliable transportation and the ability to report to work promptly.
- Preferred: Previous experience working with teens.

Tiffin-Seneca Public Library is an Equal Opportunity Employer. All Tiffin-Seneca Public Library staff are "At- Will" employees. This job description is neither a contract nor an all-inclusive list of duties.

Any individual who poses a direct threat to the health and safety of themselves or others in the workplace will be deemed not qualified for this position.

ACKNOWLEDGMENT

Employee Signature

Date