

Manhattan Public Library

Job Description

Job title: Librarian 1, Teen Services
Department: Public Services
Exempt: No

Salary grade: G
Reports to: Youth Services Manager
Supervisory responsibilities: No

Summary: Serves a diverse community by providing library services for patrons in 6th through 12th grade. Helps plan and present weekly programs and assists with other teen programs. Assists the Youth Services manager to coordinate the teen volunteer program. Works at the Teen Zone desk and provides reader's advisory services for the Young Adult collection.

Mission Statement

Manhattan Public Library connects the community to a world of ideas and information by inspiring readers of all ages, bringing technology's benefits to everyone, and providing a comfortable, welcoming place for all.

Diversity, Equity, Inclusion, and Belonging Statement

At Manhattan Public Library, everyone is respected. The Director and staff are committed to offering collections, programs, and services that support the entire community. We oppose discrimination of any kind, including on the basis of age, race, religion, ability, sexual orientation, gender identity and expression, or socioeconomic status. At Manhattan Public Library, we understand that diversity, equity, inclusion, and belonging are essential to offering our community an intentionally robust and enriching experience. All are welcome at Manhattan Public Library.

Essential competencies that apply to all library employees:

- Demonstrates enthusiasm for providing service excellence.
- Shows commitment to customer satisfaction.
- Develops and maintains positive relationships with internal and external customers.
- Represents the library in a positive and ethical manner.
- Works cooperatively with managers and co-workers.
- Demonstrates a commitment to diversity, equity, inclusion, and belonging.
- Shows a capacity for grasping concepts and asks questions to gain further understanding.
- Communicates effectively orally and in writing.
- Effectively uses computer/technology skills for the position.
- Cross-trains in other areas of the library as appropriate.
- Completes work assigned on time and to the defined quality.
- Demonstrates prompt and regular attendance.
- Shows that essential job functions can be performed with little or no supervision.
- Complies with library policies and operational procedures.
- Complies with safety and security standards; keep workplace safe and clean.
- Shows flexibility and adaptability.
- Shows initiative by acting independently to provide solutions to problems, seek additional responsibilities, and practice self-development.

Essential duties:

- Works with the YS manager to maintain the Teen Zone as a safe and positive space for teens to hang out with friends, study, navigate a complex world, improve literacy, and improve workforce readiness. Communicates with the Youth Services Manager concerning behavior management.
- Plans and present quality weekly programs for teens.
- Provides reader's advisory and reference services to patrons of all ages, assisting patrons in a respectful and friendly manner.
- Assists with programs, outreach, or tours as assigned.
- Provides customer service at the teen and children's service desks.
- Assists customers in finding materials.
- Monitors teen services area, maintains overall appearance and functionality. Maintains an orderly and appealing Young adult collection. Creates displays, book lists, and handouts to promote teen materials and services.

- Completes or assists with routine tasks, staff assignments, special projects and programs as assigned.
- Assists with training new coworkers.
- Upholds values of patron confidentiality, intellectual freedom, and accessibility.
- Provides equitable services to all users.

Education desired:

High School diploma or equivalent

Experience desired:

- Library training, teaching experience or related experience
- One year of experience working with teens.
- One year of library experience.

A combination of education, training, and experience which provides the required knowledge, skills, and abilities to successfully perform the job may be considered.

Special knowledge, skills, and abilities needed to perform the essential functions of the job:

- Ability to operate a PC and relevant computer software.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, fractions, percentages, ratios, and proportions to practical situations.

Physical and mental factors needed to perform the essential functions of the job:

- Move up to 50 pounds.
- Remain in a stationary position for extended periods of time.
- Move about to access work space, file cabinets, shelving, office machinery, access offices, non-public spaces, and public service areas, etc., that are in the scope of the job responsibility.
- Operate standard office equipment. including but not limited to computer, tablet, printer, copier, fax, phone, email, or other technology.
- Communicate in order to express oneself and exchange information.
- Detect the physical environment in order to traverse throughout the building, perceive safety concerns, and respond to emergency situations.
- Learn new tasks, remember processes, maintain focus, complete tasks independently, make timely decisions in the context of a workflow, ability to communicate, ability to complete tasks in situations that have a speed or productivity quota.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Duties and responsibilities, as required by business necessity may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments may be changed at any time as required by business necessity.

A criminal background and reference check is required for all library positions.

Employees who work 1000 hours per year are required to participate in the Kansas Public Employees Retirement program (KPERs).
