Pickerington Public Library
Teen Librarian Position (Page 1)

Location: Sycamore Plaza Library & Pickerington Public Library
Reports to: Branch Manager
FLSA Status: Non-exempt full-time
Compensation: Pay starts at $19.17/hour, includes excellent benefits

Oversees the development, implementation and evaluation of all teen classes, events and collections for the organization. Responsible for providing specialized training and library services to customers including homework help services, outreach, reader’s advisory, in-depth reference, technology support and customer service. Provides training and guidance to other Public Services staff including the use of electronic resources and reference tools. Supports the Community Engagement Department by assisting the Branch Team with the day-to-day duties of maintaining and updating the library’s online presence and brand, including the library’s website and social media accounts, creation of graphics, and online reader’s advisory. The Teen Services Librarian works with each department in the library to provide materials and exceptional service to all customers. Committed to the Pickerington Public Library’s Mission to “Inspire Knowledge, Connect Community, Enrich Our World, Read!” While the Branch is considered the home location, this position evenly splits time between Main Library and Sycamore Plaza Branch Library, performing all assigned and additional duties at both locations.

Job Summary:

- Plans, coordinates, promotes, and presents teen related classes, events, displays, and outreach
- Assists and answers questions for customers in locating and using library materials, resources, digital devices, and other equipment
- Manages assigned areas of the collection based on knowledge of community needs, usage levels, and relevance of materials, to include weeding and replacing material as needed
- Establishes and implements goals and objectives for service which support the library’s strategic plan
- Acts as the Person-In-Charge (PIC) at the branch and at Main Library
- Supports the Customer Services Manager and Branch Manager in proper maintenance of customer records. Ensures the library is adhering to all Ohio Patron Privacy Laws
- Provides readers’ advisory to customers (in person or virtually) using appropriate sources of information, including knowledge of the collection, the publishing industry, and electronic resources
- Supervises and trains staff and volunteers
- Ensures that staff are responsive to customers in a consistent, friendly and professional manner
- Coordinates with the Community Engagement Manager and Library Director to establish and maintain collaborations with community agencies and promote Library services through community outreach
- Assists in the supervision of the daily money collection, including its safekeeping and delivery to bank
- Provides excellent service to customers of all ages and backgrounds, practices positive public relations and performs duties in a friendly and courteous manner
- Supports Technical Services staff in ensuring all materials are appropriately cataloged
- Monitors facility and property issues and conditions, communicating any needs or problems to the appropriate person
- Participates in the Central Library Consortium and Southeast Regional Library System at appropriate level
- Cooperates with other staff, promotes teamwork, shares information and resolves conflict
- Assists in the delivery of services to the customer at all service points. Maintains personal skills to assure quality of service in areas of Library collections, technology, reference, readers’ advisory and circulation
- Attends and presents at local, state, and national conferences or meetings as required
- Creates displays and merchandise materials
- Participates in the maintenance of the library’s website and social media pages.
- Meets the technology needs of customers demonstrates problem solving skills, and conducts troubleshooting
- Stays current with knowledge and understanding of developments within the profession
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- Assists the Branch Manager in providing training on current trends, best practices, and new technologies
- Participates in planning and improving library services through staff committees
- Demonstrates understanding of basic library routines and adheres to library policies and procedures
- Performs additional duties as assigned including being a project lead and/or serving on task forces, committees, etc.
- Attends local, state and national conferences or meetings as required
- Performs additional duties as assigned including being a project lead and/or serving on task forces, committees, etc.

Qualifications:

- Master’s in Library Science from an ALA-accredited university/program
- A minimum of two years’ professional public library experience, or equivalent relevant experience, with demonstrated knowledge and experience in implementing technology in libraries
- Previous experience with ILS/LMS in another library setting
- Previous experience with graphics, graphic design, photography and/or videography
- Previous experience with website CMS, social media use in a library setting; knowledge of HTML and CSS preferred, but not required
- Previous experience or demonstrated interest in working with teens
- Previous experience using social media for a library, business, or other organization
- Previous experience with collection development for teens and adults
- Previous experience planning and conducting programs for teens and adults
- Working knowledge of computer operations including but not limited to Microsoft Word, Excel, PowerPoint and Publisher and internet searching techniques
- Exceptional level of accuracy, thoroughness and attention to detail
- Knowledge of basic library principles, methods and procedures
- Maintains professional, businesslike behavior and appearance
- Demonstrated commitment to serving library customers and residents of the community
- Must have a valid Driver’s License, maintain insurability under the library’s insurance and successfully pass a background check

Working conditions: Library operating/non-operating hours including evening and weekends.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls. The employee is frequently required to reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk and hear. The employee must regularly lift up to 30 pounds and push a 50-pound cart. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Cover letters and resumes can be e-mailed to: boliver@pickeringtonlibrary.org
Or mailed to: Pickerington Public Library
Attention: Brenda Oliver
201 Opportunity Way
Pickerington, Ohio 43147

Cover letters and resumes will be accepted until position is filled.
The Pickerington Public Library is an Equal Opportunity Employer. Applicable background checks will be performed.