



Job Title: **Teen & Adult Services Librarian**
Department: Teen & Adult Services
Reports to: Teen & Adult Services Department Head
Supervises: N/A
FLSA Status: Non-Exempt
Pay Grade: 4
Job Classification: Librarian I

OVERVIEW:

The Hussey-Mayfield Memorial Public Library has a long history of providing innovative, life-enriching services to the growing communities of Zionsville and Whitestown, Indiana. Our staff embraces cutting-edge technologies, develops modern amenities, and offers personalized, up-to-date services. We promote collaborations and foster knowledge and entertainment throughout the community.

We are an Equal Opportunity Employer.

JOB SUMMARY:

The Teen & Adult Services Librarian assists in the delivery of the various services offered to teens and adults. Duties include customer service, reference, collection development, planning and implementing programming, off-site outreach visits, and library promotions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans and delivers a variety of programs (in person and virtual) for teens and adults, including outreach initiatives and online programming.
- Assists patrons in selecting and locating appropriate materials and information.
- Attends/participates in staff meetings and planning departmental retreats.
- Assists with various tasks that contribute to the successful operation of the Teen & Adult Services Department.
- Markets Teen & Adult Services programming, by promoting programs in the Library and at community events, writing blog posts, completing marketing request tickets, and coordinating with the Marketing Department.
- Contributes written programming information to the Library newsletter.
- Recommends the purchase of teen and adult titles to the Technical Services Department.
- Assists with weeding and identifying needs in the teen and adult collection.
- Provides reference and information services to patrons in person at the Teen and Adult Services desk, online via chat and email, and over the telephone.
- Participates in assigned monthly patron database maintenance by checking links via the Library website and keeping track of changes and marketing initiatives.
- Assists patrons with the use of digital library services and tools and maintains a current and working knowledge of the Library's databases.
- Collaborates with Teen & Adult Services coworkers on projects and programs.

- Creates seasonal or timely book displays.
- Attends and participates in professional group meetings, trainings, and conferences and stays current on new trends and innovations in libraries and teen and adult services.
- Maintains required certification. Tracks and maintains records of earned continuing education credits (LEUS and TLEUS)
- Effectively manages department, patron and personal work emails by replying to requests in a timely manner.
- Completes departmental cross-training to provide basic needed coverage in other areas on an as-needed basis.
- Fulfills duties as “Person in Charge (PIC)” during various shifts.

NON - ESSENTIAL DUTIES AND RESPONSIBILITIES:

The intent of this job description is to provide a representative summary of the major duties and responsibilities of the position. There may be other duties as assigned.

EDUCATION, WORK EXPERIENCE REQUIREMENTS AND PREFERENCES:

- Required: Bachelor's Degree
- Required: Indiana Public Library Librarian Certification Level 6 or above (or the ability to attain a temporary permit or certification within 6 months).
- Required: Valid Indiana Driver’s License or the ability to attain one within 6 months of hire.
- Required: Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, Publisher), printers, copiers, telephones, projectors, popular tablets and eReaders.
- Preferred: Previous experience working with teens and adults.
- Preferred: Previous library experience.

PHYSICAL DEMANDS:

- **Frequently:** reading, writing, eye-hand coordination, bending, pushing, and pulling
- **Rarely:** driving, climbing, crawling, lifting items 15-20 pounds, sitting for extended periods.

The job candidate must be able to perform each essential function satisfactorily, either with or without a reasonable accommodation.