

EMPLOYEE DUTIES AND RESPONSIBILITIES / POSITION DESCRIPTION

TITLE: Media Specialist/Teen Librarian

IMMEDIATE SUPERVISOR: Principal, Paul Hadley Middle School/Director of Youth Services, Mooresville Public Library

POSITIONS SUPERVISED: Library youth volunteers; Youth Services interns

POSITION DESCRIPTION: The Media Specialist/Teen Librarian is responsible for library programming and collection development for grades 7-12, as well as supervision of the media center at Paul Hadley Middle School on a part-time basis during the annual school year.

PROFESSIONAL DESCRIPTION: Assistant

Appointment: Recommendation and employment by Director

Compensation: \$30,000 - \$33,000 annually, healthcare, PERF; salary, full-time

Qualifications:

- School Library Media Specialist certification preferred
- Graduate level library degree from an A.L.A. accredited school (MLS) preferred
- Experience with teen programming
- Excellent written and oral communication skills

Required Competencies:

- Able to exercise initiative and good judgment
- Able to communicate effectively with staff, the Board of Trustees and the community
- Able to interpret school and community interests and needs and translate them into appropriate library services
- Able to plan, organize, evaluate, and manage the teen (grades 7-12) programs of the library system
- Thorough knowledge of and demonstrated competence in library automation and computer competency
- General knowledge of the Dewey Decimal System
- Ability to lift up to 30 pounds
- Ability to sit or stand for prolonged periods (1 hour or more)
- Maintain confidentiality of library matters, patron, staff and board

Equipment and Software:

The employee must be familiar with, or be able to learn, the following equipment and software:

- Automated library system, online catalog, and programming software
- Internet/e-mail
- Online database retrieval
- Microsoft Office Suite

Responsibilities - including but not limited to the following:

Administrative Responsibilities:

General:

- Check e-mail and respond to all e-mailed communications; keep e-mail organized and efficient

Media Specialist:

- Start library computers
- Monitor overdue books
- Run inventory reports
- Develop library policies

Teen Librarian:

- Submit monthly program statistics and usage statistics to Director of Youth Services
- Monitor the behavior of patrons

Management Responsibilities:

General:

- Be familiar with all library policies and ensure compliance with library policies

Media Specialist:

- Oversee student assistants

Teen Librarian:

- Oversee Teen Volunteer Program
- Oversee interns when needed
- Oversee individual work schedule and tasks

Fiscal Responsibilities:

General:

- Responsible for annual budgets for collection
- Write and apply for library grants

Facility Responsibilities

General:

- Ensure that the library facilities and services meet patron needs and are easily accessible by daily straightening, organizing, and arranging
- Bring to the attention of supervisors the physical condition of the facilities, grounds and equipment when they are not properly maintained, updated, or are unsafe for use

Customer / Patron Service:

General:

- Greet and acknowledge students/patrons
- Assist with program sign-up and information
- Answer telephone calls and queries
- Help others locate and use library materials and resources
- Assist at the Circulation Desk as needed
- Answer directional questions

Teen Librarian:

- Accept patron requests / reserves
- Cooperate with all staff in performing any professional or non-professional duties essential to providing quality customer service and the achievement of library objectives, goals, and mission
- Resolve complaints from the public and/or staff and reports to the Director in a timely manner

Collection Development:

General:

- Inventory collections

Media Specialist:

- Meet with salespeople to select materials for the library as needed with administrator approval
- Pull books for seasonal displays
- Organize and be the point of contact for the Scholastic Book Fair
- Select materials that meet the interest and needs of the students

Teen Librarian:

- Provide a quality teen collection through collection development that meets the needs of the community
- Select items for purchase out of review sources like VOYA, etc. that meet the needs of the patrons
- Supervise the efficient circulation of Young Adult materials to keep them readily available
- Supervise an effective weeding program for the Young Adult area which assures that the collection is current with the needs of the patrons

Reference:

Teen Librarian:

- Cover Young Adult Area reference desk when scheduled
- Cover Children's Desk when needed
- Answer patrons' reference, direction, and reader's advisory questions
- Participate in meaningful reference interviews
- Refer patron to other departments when needed
- Answer phone
- Answer patrons' questions about all library programs
- Pull book stacks for teacher requests based on grade and teacher's needs

Programming:

Media Specialist:

- Plan, implement, and evaluate reading events
- Hold regular book talks
- Document events with photos and flyers

Teen Librarian:

- Create and facilitate a MPL Teen Advisory Board
- Create and facilitate after school library programming for teens
- Plan, implement, and evaluate the following annual events: Teen Read Week, Teen Summer Reading Program, Teen Tech Week, and others as they are assigned
- Register patrons for programs
- Add programs onto the online events calendar
- Coordinate library tours for grades 7-12
- Willing to learn and supervise 3-D printer / maker space activities and projects

Marketing / Community Relations:

General:

- Create and promote a professional atmosphere both in and out of the library
- Possess a general knowledge of the school and community
- Interpret and assess school and community needs to develop new programs and services
- Use current social networking tools to promote programs and materials

Media Specialist:

- Attend Back to School Night and Open House
- Participate in school related clubs

Teen Librarian:

- Keep the public informed about teen services and activities through the use of in-house publications
- Promote library information on social media platforms
- Make sure online calendar is up to date

Information Technology Responsibilities

General:

- Evaluate databases targeted towards teens
- Keep abreast of current trends as regards to information technology especially as it relates to teens

Professional Development:

General:

- Attend staff meetings at both locations
- Attend conferences when possible: ILF Annual / ILF District Conferences/ PLA
- Keep abreast of current trends and new professional techniques

Media Specialist:

- Provide staff development opportunities

Teen Librarian:

- Monitor library listservs for ideas
- Attend and host area YA Roundtables
- Read VOYA and other applicable library publications
- Keep certification current as requested by the Director

This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. The employee may be required to perform any other job-related instructions as requested by the supervisor subject to reasonable accommodations. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. All job requirements listed are representative of the knowledge, skill, and/or ability deemed necessary to perform the job proficiently.

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