



COUNTY OF ERIE

POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: OCTOBER 16, 2015

CLOSING DATE: OCTOBER 30, 2015

TITLE: TEEN SERVICES LIBRARIAN

GRADE: 210

DEPARTMENT: LIBRARY-REFERENCE

BARGAINING UNIT: AFSCME

ENTRY RATE: \$17.61/HR \$34,339/YR

HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

CONDITION OF EMPLOYMENT:

The selected candidate will be **pre-employment required** to obtain, at their own expense, 3 forms of clearance, including PA State Police Criminal History Record Check; PA Child Abuse History; and FBI Criminal History Background Check including finger printing.

DEFINITION OF CLASS:

Professional and supervisory work in planning and managing the activities of teen services in the library and all other related work as required.

DUTIES AND RESPONSIBILITIES:

The Teen Services Librarian must be energetic, creative, collaborative, forward-thinking, and service-oriented. The successful candidate will be highly knowledgeable in the area of teen programming, emerging technology, and innovation. Working both independently and in a team, s/he will help lead the library in creating superb specialized Teen Services for the community. Plans, organizes, implements, supervises and evaluates services and programs teenagers, ages 12-18. Performs collection development. Provides reference and reader's advisory service. Maintains an inviting and safe environment for teenagers. Trains and supports other staff members in the provision of services for young adults. Studies grant possibilities and seeks funds to support the young adult collection and programs. Participates in developing goals, policies and procedures related to Teen Services. Interprets policy and explains procedure to the public. Collaborates, promotes, and advocates for young adults and young adult services with other community agencies. Attends professional library conferences, seminars and network committees; reads professional literature; attends and participates in staff meeting discussions. Compiles, reviews and interprets statistical data regarding use of young adult services. Responsible for a variety of professional Librarian activities including reference, readers' advisory, and collection development.

KNOWLEDGE, SKILLS AND ABILITIES:

Broad and current knowledge of young adult literature, audio and visual materials, and electronic resources. Familiar with current trends in Teen Library Services. Enthusiasm for working with youth and the ability to work well with colleagues are also required. Skills with teaching library and emerging technology and working with diverse cultures and learning styles are preferred. A broad knowledge of the intellectual, emotional, psychological and physical development of adolescents is essential. Genuine respect for young adults and an ability to establish rapport with them. Ability to administer and direct the work of staff and volunteers. Excellent people and reference skills. Planning and organizational skills needed.. Candidates must have experience with web applications and demonstrate the ability to identify, evaluate, and use emerging technologies effectively to enhance teen library services. Current computer skills, including experience with integrated library systems, Microsoft Office Suite, and relatable computer skills. Must be comfortable learning new computer applications and procedures. Ability to professionally analyze technical problems and arrive at timely solutions. Must possess excellent communications, interpersonal and team skills. Enthusiasm for working with youth and the ability to work well with colleagues are also required. Skills with teaching library and emerging technology and working with diverse cultures and learning styles are preferred. Applicant must possess an MLS from an ALA-accredited graduate school.

MINIMUM REQUIREMENTS/ QUALIFICATIONS

MLS from ALA accredited college or university preferred, however related Master's degrees will be considered. A minimum of 3 years of Youth Service experience required and increasing supervisory duties preferred.