

TOWN OF WINDHAM

Position Title: Teen and Emerging Technology Librarian
Department: Library
Reports to: Library Director
Classification: Non-Exempt 10

Date: _____
Incumbent: _____
Supervisor: _____
Town Manager: 146-

General Summary:

This is a technical and customer service position assisting the Library Director in carrying out the activities of the Windham Public Library including, but not limited to, conducting programs and overseeing the collection and library activities for the community's teens (typically ages 12-18; coordinating and presenting the Library's Teen Materials and Programs; and providing community outreach. Responsibilities include dealing effectively with the public concerning department activities, and performing specific delegated tasks, all under the general guidance and direct supervision of the Library Director. Performance is evaluated based on daily observation and results.

Essential Functions:

- Prepares and directs library programs for teens with emphasis on meeting their various needs.
- Collaborates with agencies in the Windham Community including Outreach to Schools and the Parks and Recreation Department.
- Provides a well-balanced collection through both print and digital formats.
- Creates age appropriate displays of materials.
- Prepares and presents book talks, reviews and discussions.
- Provides reference and reader's advisory services to assist teens with choosing and borrowing materials to meet their needs.
- Provides assistance with computers and other technological devices.
- Produces library newsletter and promotional materials including website, social media and other online presence.
- Website design and maintenance.

Other Duties/Responsibilities:

- Participates in providing a safe and welcoming environment at the library.
- Performs other work as may be required in support of the library.

Competencies:

- Knowledge of current trends in library services for teens, teen literature, and media.
- Comprehensive knowledge of current computer technology, including Microsoft Office, databases, the internet, mobile devices, apps, and e-readers, as well as experience with WordPress, HTML or other web design products.
- Strong commitment to utilizing emerging technologies to enhance teen services.

Required Education/Experience:

Teen and Emerging Technology Librarian

Town of Windham

- Master's Degree in Library or Information Services from an ALA-accredited institution;
- Two years' public library experience, preferably in teen services; or
- Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills and abilities.

Working Conditions/Physical Demands:

Moderate physical effort required; normally seated or standing with freedom of movement on a regular basis; operating office equipment, and handling books and supplies. Extensive periods may be spent standing or operating a computer and using hands and wrists in frequent repetitive motions. Interaction with others via face-to-face communication, telephone, email, and written correspondence; flexibility of motion – repetitive sitting and standing assisting staff and citizens; ability to lift 25 pounds.

The above statements are intended to describe the general nature and the level of work being per-formed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

EEO Statement:

The Town of Windham provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing non-discrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.