

**JOB TITLE: HEAD OF ADULT & TEEN SERVICES****POSITION: Non-Exempt, full-time position****REPORTS TO: Executive Director**

**JOB SUMMARY:** The Adult/Teen Services Librarian is primarily responsible for collection development, conducting library programs, reader's advisory, literature within the library, and public services. This role is essential in enhancing the library's services for adults and teens, ensuring a welcoming environment, and promoting the library's resources and programs. The librarian must be committed to Equity, Diversity, and Inclusion (EDI) principles in all aspects of their work. This role also includes serving as the "person-in-charge" of the library on limited occasions, such as when the Executive Director and Assistant Director are unavailable.

**DUTIES AND RESPONSIBILITIES:**

1. Develop and maintain adult and teen collections, including online databases, reference books, fiction, nonfiction, and AV materials, with an emphasis on diverse and inclusive materials.
2. Evaluate and select new materials to ensure a diverse and relevant collection that meets the needs and interests of all patrons.
3. Regularly review and weed the collection to keep it current and in good condition.
4. Plan, implement, and evaluate engaging and educational programs for adults and teens, ensuring programs are inclusive and accessible to all.
6. Coordinate with the Children's Librarian for program preparation to ensure a cohesive programming strategy across age groups.
7. Develop and run the adult and teen summer and winter reading programs.
8. Prepare and teach computer and mobile technology classes to enhance digital literacy.
9. Provide personalized reader advisory services to help patrons find books and materials that match their interests, promoting diverse and inclusive content.
10. Stay informed about current reading trends and popular titles to make informed recommendations.
11. Organize book clubs and reading groups to foster a community of readers with diverse perspectives.

12. Create news articles, brochures, bibliographies, and updates for the library website to promote services and programs.
13. Utilize social media and other digital platforms to engage with the community and promote library events and resources.
14. Contribute to news articles, newsletters, brochures, displays, bulletin boards, bibliographies, and the library website.
15. Instruct and assist patrons in using electronic and print resources, ensuring they can effectively access and utilize library materials.
16. Address patron concerns, implement library policy, and resolve conflicts to maintain a positive and inclusive library environment.
17. Monitor and address patron behavior and conduct, ensuring a safe and welcoming space for all.
18. Answer reference and reader's advisory questions referred from other staff.
19. Ensure a hospitable environment by practicing excellent customer service and making all patrons feel welcome.
20. Prepare and maintain data reports for databases and ensure accurate reporting for the Illinois Public Library Annual Report (IPLAR).
21. Use data analytics to inform decision-making and improve library services.
22. Regularly update and manage library databases to ensure accuracy and efficiency.
23. Maintain and update the library's web page to ensure information is current and accurate.
24. Serve as a notary public, providing notarial services to library patrons as needed.
25. Stay informed about current information and trends at local and regional levels.
26. Write and administer grants as assigned.
27. Attend staff meetings, seminars, and workshops as appropriate.
28. Promote the library through good public relations practices.
29. Liaison with middle and high schools to provide classroom materials and promote library services, materials, and programs.
30. Maintain relationships with teachers, librarians, and other staff in area schools, park districts, and community agencies.

31. Conduct group library visits, tours, and classroom research assistance.
32. Perform other duties as needed and/or assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to establish and maintain effective working relationships with staff and the public.
2. Knowledge of adult and teen services, reference principles, practices, and technology.
3. Proficiency in typing, filing, and computer skills.
4. Extensive knowledge of PCs, Windows software applications, the Internet, eReaders, and mobile devices.
5. Leadership and direction-providing abilities when needed.
6. Friendly, courteous demeanor with the ability to meet people easily.
7. Ability to work independently.
8. Accuracy in numerical and alphabetical filing.
9. Empathy and ability to relate to patrons' needs.
10. Effective oral and written communication skills.
11. Effective patron interview skills.
12. Ability to remain calm and effective in difficult situations.
13. Independent judgment and discretion.
14. Ability to complete assigned tasks thoroughly.
15. Ability to manage and prioritize multiple assigned tasks.
16. Adaptability and effective change implementation.
17. Demonstrated ability to teach computer skills.
18. Proficiency with various office equipment.
19. Physical ability to bend, stoop, lift, carry, and push fully loaded book carts.
20. Helpful and positive attitude.

21. Flexibility and willingness to adapt to new procedures based on library needs.

**MINIMUM QUALIFICATIONS:**

1. LTA or equivalent plus 2 years experience working with adults and teens.
2. Library work experience is desirable.
3. Availability for evening and weekend hours.
4. Access to transportation.

**PREFERRED QUALIFICATIONS:**

1. Master's Degree in Library Science (MLS) or equivalent from an ALA-accredited institution.
2. Previous experience in a supervisory or management role within a library setting.
3. Experience with grant writing and administration.
4. Familiarity with community outreach and partnership development.
5. Proven track record of developing and implementing successful programs for adults and teens.
6. Knowledge of emerging library technologies and trends.
7. Experience with digital literacy instruction.
8. Ability to speak multiple languages.
9. Experience with library marketing and public relations.
10. Demonstrated commitment to diversity, equity, and inclusion in library services.