

Teen Librarian
Decatur Public Library

General Statement of Responsibilities

Responsible for maintaining library collections as assigned; planning and promoting programming; and providing information services to patrons

Responsibilities

- Acts as Librarian in Charge with other Librarians in the absence of the City Librarian and Division Heads.
- Works with other Librarians as part of the Library's middle management team.
- Supervises Library Assistants and volunteers as assigned in the Programs, Resources, & Services Division.
- Maintains all materials in assigned Library Collections.
- Provides reference, and computer assistance.
- Prepares statistics and reports for the Head of Programs, Resources, & Services.
- Prepares bibliographies, displays, and programs.
- Represents Library to the community, participates in publicity, community relations, and special events.

Necessary Qualifications

ALA accredited MLIS minimum qualification, with previous experience, preferably in a public service setting. Librarians must be able to support, encourage, and motivate others on the team to provide excellent customer service both externally and internally. In addition, librarians must possess the interpersonal and communication skills that will enable them to represent the Library to the community. Finally, librarians must share a strong commitment to Intellectual Freedom and ensuring the accessibility of libraries to all.

ADA Concerns

The Librarian position may be performed by persons with partial visual or hearing disability. Adaptive technology may be used to communicate with others, although librarians must be able to communicate by telephone and read print and nonprint materials for reference purposes. Physical challenges may be posed by the reaching, bending, and lifting that characterizes reference and reader's advisory functions. This position has the added physical and communicative challenges of performing story times, craft sessions, and activities related to special events.