



DEPARTMENT HEAD OF TEEN SERVICES

Summary: Shall provide quality library services to Grade 6-12 students and their parents through the management and planning of the Teen Department.

Duties and Responsibilities:

(Not intended as a complete list - other reasonably related duties as assigned by Director)

General Duties:

- Oversees department employees; Prepares department schedules, and supervises daily operations of the Teen Department guiding department process, vision and direction
- Plans and maintains budgets for department supplies, services, and programming
- A member of the leadership team expected to support other library departments and patron safety
- Prepares, executes and leads department staff in the planning and delivery of various programs of interest to teens in the community, including but not limited to book/literature discussions, games, food, film, crafts, community service, job training and school support programs
- Responsible for the management of teen collections materials including purchase and weeding
- Promotes cooperation between the library, local schools, and community
- Directs marketing of teen services and programs through newsletter copy, maintenance of the teen section of the website, and social media content creation

Related Duties:

- Shares reference duties, and opening and closing responsibilities with other librarians
- Manages the creation of subject bibliographies, brochures, and book displays of topical interests
- Attends professional meetings and workshops
- Trains and evaluates Teen Center staff
- Compiles, reports, and evaluates department statistics

Qualifications:

- Broad knowledge of library methods, procedures, and resources
- Ability to carry out assignments independently
- Ability to exercise leadership and motivate others
- Ability to plan and coordinate the work of others
- Ability to express oneself clearly both orally and in writing
- Initiative for making constructive suggestions for improvements in services and collections
- Ability to meet people easily and participate in activities in the community
- Personal qualities of tact, courtesy, good judgment, orderliness, and patience

Necessary Training and Experience:

- Master's Degree in Library Science from an ALA accredited library school
- New York State Certification as a Public Librarian
- Minimum of four years of professional librarian experience with demonstrated progressive supervisory experience

This is a fulltime 35 hours a week position. Salary: Dependent upon experience \$45.18 – \$52.66 per hour. Submit resume and references by Monday, August 17th to jennybloom@portjefflibrary.org

Port Jefferson Free Library is an association library with a staff association represented by NYSUT. Benefits include the opportunity to participate in the NYS retirement plan, paid accrued time off and more outlined in the collective bargaining agreement.

The Port Jefferson Free Library does not discriminate in employment or the provision of services.