



JOB DESCRIPTION
ANDERSON PUBLIC LIBRARY

Job Title:	Teen Services Coordinator
Department:	Children's Services
FLSA Status:	Exempt
Employment Status:	Full time
Pay Grade:	51
Supervisor's Title:	Children's Services Manager
Last Revision:	March 2025

Job Summary: Provides services for teens, including creating programming activities. Oversees and manages Teen staff and the Teen space with oversight of the Children's Services Manager. Responsible for the selection and maintenance of Teen materials system-wide in conjunction with Collection Services Manager, Children's Services Manager, and Teen Services staff. Evaluates Teen Services procedures, and future objectives to ensure provision of excellent customer services as it relates to teens in partnership with the Children's Services Manager.

Essential Job Duties:

1. Serves customers in Teen Space and Youth Department and at Children's Desk and Teen Desk by providing reference assistance and readers' advisory, locating materials and other resources, and assisting customers in using library catalog, computers, and other public equipment.
2. Regularly meets with Children's Services Manager to evaluate department services, procedures, and future objectives of the department as it relates to teen customers.
3. Provides training, leadership, and guidance in Teen Services.
4. In collaboration with Children's Services Manager, oversees Teen programming; including development and staffing.
5. Works with other department staff to plan and attend teen-centered outreach opportunities, such as visiting high school(s).
6. In collaboration with Teen staff, implements, recruits, and maintains Teen Service committee made up of local Teens.
7. Manages the Teen space, focusing on providing engaging activities, ensuring access to updated and relevant technologies that appeal to teens, and maintaining a comfortable and welcoming environment.
8. Collaborates with department manager and Collection Services Manager in selection of Teen books and materials system-wide in accordance with collection development policy and input from other staff.
9. Seeks applicable grant funding for Teen Services; implements and performs grant duties in collaboration with other staff.
10. Collaborates with Community Engagement Manager on social media promotion aimed at teen audiences.
11. Assists in keeping safe, orderly, and neat environments in Teen Space and staff areas.
12. Informs Children's Services Manager of work and customer service problems; recognizes situations appropriate for seeking managerial or administrative assistance.

13. Attends conferences, workshops, and training relevant to professional development and responsibilities to earn LEU's to maintain appropriate certification.
14. Serves as person in charge.
15. Complies with Anderson Public Library's policies, procedures, rules, guidelines, requirements, standards, principles, and practices applicable to the job, including [but not limited to] work scheduling and attendance, customer service, use of Library property and equipment, personal and professional conduct, and confidentiality.
16. Performs other duties as assigned.

Job Education and Experience:

- Education: Master's Degree in Library Science and Information Sciences is required.
- Certifications or licensure: LC3 or higher is required.
- Years of relevant experience: 2 to 5 years is preferred.
- Years of experience supervising: None. 1-2 years preferred.
- A valid driver's license, automobile insurance, and reliable personal transportation is required.

Job Knowledge, Skills, and Abilities:

1. Knowledge of the principles and practices of library science.
2. Knowledge of current and popular teen books, authors, websites, and general interests.
3. Knowledge of children's and teen print and computer reference resources.
4. Proficiency in basic office equipment such as a printer and scanner. Proficiency using a computer and computer programs such as Word and Excel, Integrated Library System (ILS), and other relevant technologies
5. Skill in customer service and interpersonal relations.
6. Skill in public speaking and effective communication.
7. Skill in leadership and supervision.
8. Skill in planning and presenting programming, displays, exhibits, and services of interest to teens.
9. Ability to adapt and innovate resources and services based on industry changes and organizational needs.
10. Ability to work flexible schedule including nights and weekends.
11. Ability to understand current trends in new media, social networking, and digital literacy as they relate to teen services in public libraries.

Work Environment:

Typically performs work sitting in an office that requires frequent walking, light lifting, carrying, bending, grasping, pushing, and other limited physical activities. Requires frequent sustained physical operation of computer, office, and printing equipment, with frequent in-person and phone contacts with customers and library staff.

Physical Demands:

Specific vision requirements necessary for this job include close vision and ability to adjust focus.

While performing duties of this job, the employee is regularly required to:

- Frequently [over 2/3 of work time] sit and use hands to finger, handle, or feel; and talk or hear.
- Frequently [1/3 to 2/3 of work time] reach with hands and arms.
- Occasionally [less than 1/3 of work time], the employee must: stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.
- Frequently [1/3 to 2/3 of work time] exert up to 10 pounds of force to lift or move objects and must occasionally [less than 1/3 of work time] exert up to 25 pounds of force to lift or move objects.

Equipment Used:

Equipment used includes computers, email/calendar software, internet/intranet browsers, word processing, spreadsheets, database software, and various other software, hardware, and job-specific technology and equipment.

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Core Values:

Good Stewardship	Open Access	Community Focus	Collaboration	Purpose Driven
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Acknowledgment:

I certify that I have read and understand the job description for my position. I understand the job description does not constitute an employment agreement and is subject to change at any time by the employer.

Employee Signature:

Date:

Manager Signature:

Date: