

Fairhope Public Library

Job Description

Teen Library Technician

All employees of the Fairhope Public Library are expected to represent the library in the most helpful, courteous, and professional manner while carrying out their duties and responsibilities efficiently and in an exemplary manner.

Job Summary:

The Teen Library Technician aids in serving the teen patrons and their families alongside the Teen Librarian. This position requires someone who loves working with young adults and values fostering a love of learning for those populations. The Teen Library Technician reports to the Youth Services Department Head and to the Library Director.

Duties and Responsibilities:

- Performs opening and closing procedures designated for the teen area.
- Shelves all materials circulated from the teen area.
- Monitors patron usage of the teen area's equipment such as the video tree, white board, and computer stations.
- Replenishes printed materials concerning teen calendars, bookmarks, card applications, and book suggestion lists.
- Assists patrons in finding materials and information.
- Performs necessary program preparations involving crafts, scripts, decorations, furniture, and registrations.
- Listens and, to the best of their ability, provides solution to patron complaints or concerns.
- Updates the Youth Services Department Head frequently on the department's operations.
- Answers phone calls and emails regarding teen programming, materials, and resources.
- Plans and executes programming when instructed.
- Directs teen volunteers on tasks that may need attention.
- Assists Teen Librarian in executing programs and daily tasks.
- Enforces Fairhope Library policy and procedures in a safe and efficient manner.
- Reports any maintenance or technological issues to the Youth Services Department Head or the Director.
- Provides excellent customer service with a positive attitude.
- Regularly shelf reads specified sections of the teen collection to ensure maximum efficiency and organization.
- Creates signage for book displays, programs, or announcements.
- Decorates the teen area given holidays or events going on in the community to create a unique and welcoming atmosphere.

- Provides excellent reader's advisory assistance.
- Regularly cleans and disinfects equipment used throughout the teen area.
- Performs in-house check-ins for materials around the teen area.
- Records questions and statistics on the weekly stats sheet.
- Assists patrons in answering brief reference or directional questions and directs them to the appropriate source when necessary.
- Issues internet permission slips when necessary.
- Regularly uses the computer catalog to find materials and demonstrates ability to teach others.
- Reports any personnel issues to the Youth Services Department Head.

Knowledge, Skills, and Abilities:

- Enthusiasm and initiative while performing tasks.
- Professionalism while maintaining positive exchanges with patrons.
- General knowledge of literature and media interests of young adults.
- Adequate computer skills across Mac and PC formats.
- Ability to move furniture such as chairs and tables for program set-up.
- Willingness to learn and improve skills as needed in the community.
- Passion for education and developing literacy skills within the youth.
- Demonstrates a passion and drive for diversity in serving the public.
- Adaptability and flexibility when it comes to a spontaneous environment.
- Ability to seek out resources and acknowledgement of needing more input or expertise.
- Interest and passion in serving the teens of the community.
- Knowledge of operation of standard office equipment.
- Ongoing digital and media literacy skills that can be developed over time.

Education and Experience:

- High school degree and at least one (1) year of college required.
- Previous library experience preferred.

Other Information:

- Work hours *MAY* include Saturdays and/or evenings as required.
- Must be prepared to perform other library duties as requested.
- Must be willing to work in or be transferred to other departments.
- Attends staff meetings and training sessions as appropriate/directed.