



## ***Teen and Technology Public Services Librarian***

*The Hubbard Public Library is seeking a full-time **Teen and Technology Public Services Librarian**. We are looking for a librarian who is skilled in making connections with local schools and engaging teens who visit the library. Hubbard Public Library is busy after school due to our location, so experience in managing groups of teens is desired. The ideal candidate will be energetic and experienced at offering creative programming that appeals to teens in grades 7 through 12. Apply today!*

**Goal:** To provide a comprehensive program of services and materials to teens, working with the entire library staff and the community to deliver information to the public and to continually create an inviting, enriching atmosphere that improves and promotes the resources of the library.

**Reports to:** Adult Services Librarian Supervisor  
Full-time, including some evenings and weekends.

**Minimum qualifications:** Master's Degree. Library experience preferred.

Applicants with professional experience are preferred. However, recent graduates and those who will complete their degree in December are encouraged to apply.

### **Required Knowledge and Skills:**

- Ability to effectively communicate with and serve patrons of all ages. Must present a warm, welcoming image.
- Knowledge of young adult materials in all formats.
- Ability to provide basic technical support for library patrons using library computers, library databases, and digital resources.
- Familiarity with popular social media, handheld devices, eBooks, and digital and STEAM technologies.
- Ability to adapt to emerging technologies to expand and improve library services.

### **Essential Duties and Responsibilities:**

- Develops and administers a program of services to teens both in the library and in the community.
- Selects young adult materials in accordance with the needs and interests of the library's patron base and collection development plans. Responsible for selecting YA fiction and nonfiction, eMedia, YA audio, and video games.
- Creates departmentally appropriate content for library webpage and social networking initiatives according to Board policies.

- Supervises Trumbull County Youth Summer Worker and other collaborative teen programs and is responsible for planning duties and projects.
- Contributes to comprehensive library newsletter.
- Supports Reference Department and provides back up when necessary.
- Supports Youth Services department.
- Assists and instructs library patrons and staff in the use of library materials, services, and equipment.
- Works closely with schools and other community organizations, both as a participant and as a collaborating partner when applicable.
- Assists with library displays, special projects, and programming as assigned.
- Coordinates participation in community outreach opportunities.
- Performs other duties as required.

**Effort Required:**

- Considerable mobility for moving around the library when providing public service.
- Manual dexterity for accessing public catalogs, electronic databases, and other reference tools.
- Agility and strength for retrieving library materials (from near floor level to 90 inches high), pushing loaded book trucks, and lifting and carrying book totes and similar weights up to 25 lbs.
- Must be able to travel offsite for workshops, conferences, outreach activities, etc.
- Alertness to patron needs and ability to concentrate on the task at hand despite frequent interruptions.

**Compensation and Benefits:** The starting hourly rate for this position is \$17.90, commensurate with experience. Benefits include health, dental and vision insurance along with paid time off and OPERS retirement.

Please send cover letter and resume to [amanda@beyond-books.org](mailto:amanda@beyond-books.org)