GENERAL SUMMARY:

Under general supervision, the Emerging Technology Teen Library Associate provides comprehensive program of public library services with a focus on technology to teens in grades 6 through 12 and their families through collection development, programming, reference and readers advisory services, and public relations for the East Cleveland Public Library; performs professional library functions of a responsible nature involving considerable judgment and initiative in designing programs, developing the teen collection, and teen activities; access to sensitive patron information; maintain a high degree of confidentiality and patron trust; all other related work as required.

Teen Services:

- Manages the library services to teens in Grades 6 through 12 and their families at the East Cleveland Public Library.
- Plans and execute programs, promoting programs using social media, educating peers about library services, and selecting materials for the teen collection.
- Researches, develops, writes, manages and administers grant–funded programs for services to teens as appropriate and available.
- Plans, organizes, directs and implements programs and activities for teens and families from Grade 6 through 12 at the library; plans and conducts programs to stimulate the use of the library; including reading clubs, book fairs, holiday events, book readings at schools, and other related programs for teens and parents; plans and develops related public relations materials.
- Publicizes teen services through displays, press releases, print materials, blogs, social media, community outreach and through other methods.
- Provides reference and readers/audiovisual/technology advisory service.
- Works with the public and private schools through outreach and as requested.
- Provides technology training to teens.
- Recommends technology--related and patron--related policies and procedures to Youth Services Coordinator especially as they relate to services to teens and advises on long -term needs in relation to these areas.
• Initiates, develops, and responds to specific requests for services for middle school through high school classes; advises teachers and/or group leaders on age-appropriate programs and projects.
• Develops and maintains collections in a variety of formats for teens and their families, parents, and teachers, requiring use of professional journals and standards, and a thorough knowledge of teen materials, family relations, community resources, and child development.
• Responsible for developing and managing content for teen section of library website.
• Keeps informed of new technology and new online resources for teens.
• Actively investigates and integrates emerging technologies and best practices into teen services. Attends workshops, webinars, conferences to keep abreast of appropriate technologies and practices. Keeps informed of current trends and developments affecting libraries and particularly in young adult librarianship.
• Plans and oversees the physical condition and appearance of the teen room
• Submits monthly department reports to Youth Services Coordinator.

Technology Services:
• Researches and keeps current with trends in library technology.
• Develops technology competencies for staff and training staff training; manages staff technology training; works with other professional staff to provide public technology training.
• Provides leadership in library outreach via technology and social media.
• Works with IT Manager and other staff to create, manage, and update technology plan.
• Maintains knowledge of network architecture.
• Works with IT Manager to maintain and enhance library technology, including managing users and equipment, documenting existing systems, serving as liaison to IT Manager and technology vendors.
• Monitors computer problems, fixes, responds, or escalates as needed.
• Works on special projects as needed, such as migrating to new software and developing the staff intranet.
• Manages use of web-enabled equipment such as cameras, smartboards, television, announcement display monitors.

General professional duties
• Participates in long range planning process for the library, including recommending changes or improvements and develops new types of service and operations for the Teen department.
• Assists with developing technology competencies for staff and training staff.
• Assists, as needed, in the performance of all procedures relating to Teen library services.
• Represents the library at professional meetings, workshops, conferences and seminars. Participates on regional, state, and network committees.
• Advises the Youth Services Coordinator in the development of library policies and procedures, particularly as related to services to Teen and families.
• Performs similar or other related work as required or as situation dictates.

**Recommended Minimum Qualifications:**

**Education and Experience:**

- Master’s degree in Library Science from an ALA-accredited school with a concentration in Young Adult Services; or any equivalent combination of education and experience.
- Experience with integrating technology into library services and using and teaching online reference resources essential.
- Experience in professional library work, specifically relating to services to teens.

**Knowledge, Ability and Skill:**

**Knowledge:**

- Thorough knowledge of professional library principals, methods, material and practices specifically relating to services to teens.
- Knowledge of the organization and management of library operations.
- Knowledge and skill in readers advisory services.
- Knowledge of and sensitivity to the special needs of teenagers. Thorough knowledge of teen literature; basic knowledge of child development.
- Familiarity with SIRSI/Dynix desirable.

**Ability:**

Ability to deal with public in a courteous and efficient manner with strong customer service skill. Ability to assess patron needs quickly and accurately. Ability to interact professionally with staff and the public, especially teenagers. Ability and interest in working with other staff on cooperative approaches to service. Ability to relate well to the public and to organize programs. Ability to plan, coordinate and promote programs, activities and displays at the library. Ability to prioritize duties for personal and departmental workflow. Ability to evaluate information sources and teach information literacy. Ability to express self clearly both orally and in writing. Ability to integrate emerging technologies into traditional young adult services. Ability to use computers and other electronic devices effectively. Ability to use social media effectively. Ability to manage a budget.

**Skills:**

Strong oral and written communication skills. Strong public relations skills. Skill in conducting reference and readers advisory interviews. Computer troubleshooting
skills essential. Demonstrated comfort with and curiosity about emerging technologies.

**Physical Requirements:**

Moderate physical effort required to perform functions under normal library conditions. Intermittent lifting, shifting furniture and equipment, standing, walking, bending, reaching, crouching, climbing and similar activity related to library work. Ability to climb ladders and otherwise access library collection required. Position requires the ability to operate a keyboard and computer peripherals.