

**Job Description**  
**Public Services Librarian II- Fiction/Teen**

**NATURE OF POSTION**

Performs professional tasks related to library work with patrons of all ages. Emphasis will be on reader's advisory, collection development and programming for teen and adult services. This position reports directly to the Managing Librarian.

**ESSENTIAL FUNCTIONS: REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Promote and further the purpose and objectives of the Bay County Library System.
- Work with patrons, co-workers, and supervisors in a manner that is positive, supportive, cooperative, and in the best interests of the library.
- Have skills and abilities needed to effectively lead, train, supervise and discipline department personnel.
- Develop, implement, and evaluate programs for adults and teens. These tasks may include promoting library services through presentations at schools and other community groups.
- Develop and maintain fiction, teen and AV materials and resources, including some responsibility for system collection management. System duties may include assisting in selection committee assignments.
- Bend, twist, lift and interfile books and other library materials on shelving units up to 90" in height, transport books and AV materials from one location to another.
- Carry library materials, supplies and equipment weighing up to 30 pounds on a regular and repetitive basis and be able to push carts holding similar materials throughout the work site.
- Possess verbal aptitude and writing skills required to communicate clearly and effectively with teens, adults and the library staff.

**EXAMPLES OF POSITION RESPONSIBILITES**

- Read, review and evaluate materials, coordinate systemwide purchases of teen materials.
- Read, review and evaluate materials, coordinating some systemwide purchase of adult fiction
- Supervise, train and evaluate department personnel. May assist in page supervision, training and evaluation.
- Attend professional meetings and workshops.
- Be proficient in the application and operation of appropriate hardware and software for the circulation system, databases and other electronic resources.
- Coordinate systemwide Teen Summer Reading Program.

- Assist in development of adult programs.
- Assist in Library web page updating for teen and adult services.
- Prepare reports as requested.
- Keep current with developments in the field.
- Prepare booklists and bibliographies for the system.
- Conduct library tours and orientation sessions at the library.
- Instruct patrons of all ages in library skills.
- Attend pertinent meetings and professional workshops.
- Supervise staff and building when designated as person in charge of the building.
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS**

Master's degree in Library Science from an A.L.A. accredited college and 3 years of experience working with the public at a library.