

TOWN OF PLAINVILLE, CT
POSITION DESCRIPTION

DATE: November 2025

POSITION: TEEN LIBRARIAN (Full-time, Union eligible position)

REPORTS TO: Head of Youth Services

GOVERNING ORGANIZATION: Library Board of Trustees

POSITION SUMMARY:

Plans and implements a wide range of services and programs for teens. Cultivates communication and collaboration with teens while fostering an environment where teens feel comfortable learning and socializing. Engages with community groups and partners who also work with teens. Delivers reference, readers advisory, and technology assistance to library patrons of all ages.

SUPERVISION EXERCISED:

Supervises volunteers as assigned.

ESSENTIAL JOB FUNCTIONS:

- Works in collaboration with the Head of Youth Services to develop and maintain the young adult collection in all formats including selection of materials, weeding, creating displays, and collection maintenance, in accordance with the Collection Development and Maintenance Policy.
- Provides exemplary information and reference services to the public at various service points.
- Creates and maintains a diverse range of ongoing programs, workshops, and participatory experiences for teens in grades 6-12 while simultaneously introducing new programs and special events that respond to evolving teen interests.
- Prepares marketing and promotional materials pertaining to teen programs and services. Tracks program attendance, evaluates program outcomes, and supplies information for department reports.
- Works in conjunction with the Head of Youth Services to provide engaging volunteer opportunities for middle and high school students.
- Works in close collaboration with library staff, local schools, town departments, and community agencies to coordinate activities and exchange information; plans and implements collaborative programs and projects.
- Maintains teen program and collection budget, keeps a record of expenditures and check requests.
- Provides information on all subjects to library users in person, by telephone or email; assists patrons in their use of online databases, internet resources, and computer

searching.

- Assists patrons with operation and maintenance of library equipment including public computers and printers, scanning, faxing, makerspace equipment, and photocopiers.
- Performs related duties as necessary.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- A Master's Degree in Library/Information Science with prior library experience and/or experience working with teens in a comparable setting.
- Proven track record of providing outstanding customer service.
- Knowledge of the developmental, educational, and recreational needs of teens, as well as the current trends in library services for teens.
- Familiarity with young adult literature.
- Demonstrated ability to develop clear goals for teen services and to monitor short and long-range plans.
- Proven ability to establish and maintain effective working relationships with co-workers, peers, agency representatives, educators, and the general public.
- Demonstrated ability to communicate effectively with co-workers and the public, both orally and in writing.
- A commitment to diversity, equity, inclusion, and accessibility through continuous development, modeling inclusive behaviors, and proactively managing bias.
- Proficiency in a wide variety of computer software and hardware with eagerness and flexibility to learn emerging technologies in a continuously evolving environment.
- Fluency in maker equipment and trends, preferred.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is often required to push, pull, and lift light objects more than 20 pounds such as books. The employee must possess a range of manual dexterity abilities including performing basic motor skills as in reference work, simple manipulative skills (e.g., writing and collating), and moderately difficult manipulative skills (e.g., filing, typing, using a calculator, etc.). Employee must be able to assist with the set up and take down of chairs and tables in the auditorium.

The employee must be able to perform gross body coordination and perform tasks which require hand-eye coordination including keyboard operation.

The duties of this position require the employee to be able to walk, stand, and sit for prolonged periods. The employee must be able to see objects closely as in typing or reading; have color vision; hear normal conversation with some background noise; distinguish and understand

voice patterns and verbal instructions; and speak clearly and with volume.

MENTAL REQUIREMENTS:

The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee will be required to attend to the same task/function ranging up to more than three hours at a time depending upon the specific task. The employee must also be able to concentrate on a broad range of issues/details with interruption.

The employee must be able to remember assignments for multiple tasks required during the work day, a period of several days, and at different parts of the year (calendar/fiscal). The employee is constantly required to remember assignments and plan and prioritize work of self and others.

Ability to distinguish between public and confidential information and handle it appropriately.

The employee is often required to understand and relate to basic, specific, and general instructions, usually several at a time, as well as the ability to utilize and apply knowledge of library science theories, practices, and principles of work. The job requires that the employee be able to use knowledge and reasoning to solve routine and complex problems.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties of the job will often expose the employee to electro-magnetic radiation as in CRTs and dust depending upon the specific duty.

The noise level in the work environment is that of a busy office ranging from moderately quiet during slow periods to moderately loud in times of high activity.

This job description is illustrative and not a complete itemization of all facets of the position.