**Library Wide Standards:**

* Demonstrates initiative, is a self-starter
* Demonstrates ability to focus on details
* Actively cooperates and works effectively with others, promotes teamwork, shares information, and works to resolve conflicts, as appropriate
* Behaves in a professional manner
* Demonstrates ability to organize work and to carry through established procedures
* Performs duties in a courteous and friendly manner
* Have reliable transportation to agencies within and outside of the library system
* Ability to develop good rapport with library patrons

**Minimum Experience and Training:**

* High school graduate or equivalent with experience working with youth, Baccalaureate degree preferred
* Must be able to use a personal computer
* Be a teen advocate

**Additional Qualifications Preferred:**

* Previous library work experience
* Work experience with an automated library system and other technologies
* Evidence of continued interest in the field of library work

# I, , received a copy

# of the job description for the duties I am to perform, for the Huron County Community Library.

Signature Date

Director’s signature Date



**Job Description:**  Teen Programming Library Clerk

**Department:** Teen Services

**Reports to:** Branch Manager

**Description:** The Teen Programming Library Clerk duties include all aspects of library service for teens, including programming, patron assistance, and collection development. Follows procedures set by the Library Director in regards to Library Board of Trustees policies.

The Huron County Community Library is a public library system dedicated to providing materials, services and information to promote lifelong learning.

**Responsibilities include but are not limited to:**

1. Responsible for planning and implementing teen programming, and the annual teen summer reading program
2. Handle phone inquiries; including basic reference, renewals, and equipment sign-up
3. Assist with collection maintenance of the teen collection at the branch library, including some processing duties, weeding, and minor repairs to print and non-print library materials, and reshelf materials as needed
4. Assist with the interlibrary loan of teen books to other libraries and schools
5. Responsible for seeing that the “Rules and Regulations for Public Behavior” are followed by patrons, specifically teens
6. Operate library equipment, including facsimile machines, copiers, computers, etc.
7. Responsible for teen displays, including bulletin boards
8. Attend staff meetings as called by the Branch Librarian or Library Director
9. Attend NORWELD, OLC, and other professional meetings, workshops, webinars and conferences
10. Assist with Outreach to various agencies including but not limited to public and private schools
11. Adhere to and publicly support the Library Board of Trustees, the Library Director, and library policies
12. Promote a positive image of the library
13. Perform additional duties as assigned by Branch Librarian or Library Director
14. Attend NORWELD, OLC, and other professional meetings, workshops, webinars, and conferences

**Knowledge, Skills and Abilities:**

* Ability to learn about and effectively use computers, electronic databases and other technology as required
* Ability to exercise independent judgment, reliability, and maintain confidential integrity as required
* Possessesstrong communication and public relations skills
* Ability to maintain a close working relationship with library employees
* Flexible, hardworking and detail oriented
* Familiar with many aspects of youth services department operation including public and technical services and technology
* Ability to work well with children and teens
* Ability to substitute for all circulation service positions as needed
* Ability to handle a frequently fast-paced position with numerous interruptions
* Physical stamina is required to rearrange furniture and put away materials, and to push and pull loaded book carts and other library equipment and materials
* Physical activity includes, but is not limited to, prolonged periods of sitting, as well as periods of standing, mobility, stretching, bending and stooping