

Job Description

Job Title: **Readers' Services Associate - Teen Services Associate**
Department: Readers' Services
Reports To: Readers' Services Director
FLSA Status: Non-Exempt
Prepared Date: 6/18/26
Pay Grade: 5

SUMMARY

This position is responsible for conducting patron interviews and providing readers' advisory services to patrons in person and over the telephone. This includes suggesting and locating books and AV materials, reserving materials, and accessing book, music, and movie reviews. This position includes coordinating the Library's Teen Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: (Other duties may be assigned)

- Provides friendly, welcoming, and courteous front-line service while staffing the Readers' Services Desk.
- Conducts readers' advisory interviews; recommends books, movies, music, and other materials; assists patrons with the online catalog and readers' advisory resources; and utilizes professional review sources to support recommendations.
- Serves as the Library's liaison to local high schools and students in grades 9–12, coordinating study sessions, summer reading initiatives, and related teen services activities.
- Plans and facilitates adult and teen reading programs, including a monthly evening book discussion group for adults.
- Creates booklists, displays, reviews, reading guides, and promotional content for the Library's newsletter, website, blog, social media platforms, and other patron-facing materials.
- Maintains current knowledge of trends in fiction, nonfiction, movies, music, and popular culture.
- Assists with the development and maintenance of adult fiction and teen collections, including selection, evaluation, and weeding projects.
- Places interlibrary loan requests and assists patrons in obtaining materials from other libraries.
- Orders, processes, and maintains materials for in-house book discussion groups.
- Represents the Library at outreach events and community activities.
- Selects and prepares materials for the Home Delivery Service.
- Assists with the Library's Home Delivery Service, including serving as a backup delivery driver when needed.
- Assists with additional readers' advisory programs, services, and projects as assigned.
- Sorts and shelves books and other library materials; maintains orderly collections and performs shelf reading in assigned areas.
- Performs building closing procedures as outlined in the current Closing Procedures Checklist, ensuring the facility is secured safely and appropriately.

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QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from a four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

OTHER SKILLS AND ABILITIES

- Strong interpersonal, customer service and relationship-building skills.
- Knowledge of fiction, movies, music, and current popular culture trends.
- Understanding of community needs and interests.
- Proficiency with technology, online resources, and standard office software applications.
- Ability to work effectively both independently and collaboratively as part of a team.
- Excellent verbal and written communication skills.
- Positive, enthusiastic, and service-oriented approach to working with the public.
- Ability to exercise sound judgment and apply library policies and procedures consistently.
- Ability to manage multiple priorities with accuracy, efficiency, and attention to detail.
- Demonstrated initiative, creativity, and problem-solving skills.

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, it is necessary to listen to and talk with patrons. The employee is regularly required to use hands to handle and process different library materials; to stretch and reach using both arms and hands. The employee frequently is required to sit or stand for long periods of time, and walk. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

While performing sorting and shelving duties, which include pushing book carts, the employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds. The employee must also stoop, kneel, and crouch to locate and organize library materials. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet.