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Waupaca Area Public Library
Personnel Committee Meeting
Library Meeting Room C
Wednesday, June 20, 2018, 4:00pm

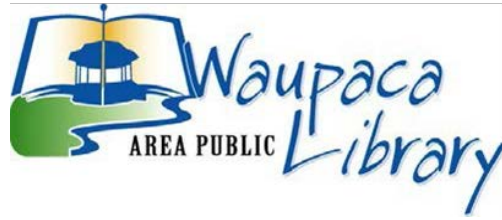
1. Call meeting to order
2. Approval of the agenda
3. Open Meeting Law:

This meeting and all other meetings of the Waupaca Area Public Library Board are open to the public. Proper notice has been posted and given to the press, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place and agenda of this meeting.

4. Review Teen Librarian Job description
5. The Personnel Committee will convene into closed session under exemption 19.85 (1) (c) (considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility)
6. Personnel Committee will move into open session
7. Adjournment

PLEASE ADVISE THE CITY CLERK'S OFFICE IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS.

Please call the library by 12:00 pm on meeting date if you are unable to attend.



Position Description

Job Title	Teen Services Librarian
Department	Library
Employment Status	Full time
Exempt/Non Exempt Status	Non-Exempt

Scope of Work	
This position oversees the general operations of the Teen Room; the employee is responsible for outreach to all Waupaca Schools serving grades 6 - 12; is responsible for planning, promoting and conducting Teen programs; managing the Teen collection; and supervising Teen Room employees.	
Supervision	
Received	Children's Librarian
Exercised	Teen Room Staff

Teamwork

- Relationships/interactions with teammates.
- Problem solving. Thinks creatively and provides ideas on how to better perform tasks and responsibilities.
- Speaks respectfully and courteously to patrons and teammates.
- Job knowledge – asks supervisor when there is a question or concern about library policy or job
- Demonstrates a willingness to learn from teammates and take direction.

Customer Service

- Is fully present. Gives customer their full attention.
- Demonstrates a commitment to offer the best customer service.
- Is tactful, courteous, honest and diplomatic to patrons on the phone and in person.
- Promotes a positive public image to patrons and teammates.

Essential Job Junctions: The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Provides library services to teen patrons, including programs, reference help, and reader’s advisory; manages the teen library collection, materials and program budget; promotes teen services; creates displays in the teen room; invites tours; fosters a safe and friendly environment for teens; connects teens with authors and reports on teen activity; reads professional journals and reviews for material selection; makes purchase decisions; keeps up to date on trends and patron interests; catalogs material; plans and promotes programs including a summer library program; advises, directs and coordinates a teen advisory committee and their efforts to raise funds and support teen programs and services.

- Provides outreach library services to community agencies and develops partnerships to promote teen literacy; prepares and presents book talks to stimulate reading; organizes book discussions; shares Infosoup functions and available library resources; assists teen advisory group activities outside the library; keeps area educators current with new teen literature and opportunities to connect readers with authors.

- Advocates for teens throughout the community.
- Provides information for teens about teen literature and library services in a variety of ways including social media, displays, newsletter, emails, etc.
- Supervises teen room staff; interviews, hires, trains, schedules, coaches, assigns and evaluates work, mediates problems.
- Prepares a monthly report for Library Board Meeting.
- Tracks teen programs and room activity.
- Attends required meetings and actively participates in team projects with other library staff.
- Provides assistance to other departments as requested.
- Maintains knowledge and skills in library procedures and policies.
- Attends related continuing education opportunities, both virtually through webinars and physically by attending conferences.

Other Job Functions
<ul style="list-style-type: none"> • Performs related duties as assigned.

Requirements of Work	
Experience working with teens and knowledge of teen literature required; or any equivalent combination of training and experience which provides the following knowledge, ability and skills. Graduation from an ALA accredited institution with a Master’s Degree in Library and Information Science and 1 – 3 years of library experience preferred.	
Knowledge of	<ul style="list-style-type: none"> • Teen literature, programs, policies and procedures

	<ul style="list-style-type: none"> • Business English (grammar, spelling, punctuation and tone). • Use of gaming equipment and innovative technologies
Ability to	<ul style="list-style-type: none"> • Provide effective leadership to teen services staff. • Work well with teens and foster their interest in reading. • Communicate effectively, both orally and in writing. <p>Establish and maintain effective working relationships with supervisors, coworkers, and the general public.</p>
Skill in	<ul style="list-style-type: none"> • Public relations. • Organization and time management. • Creative thinking and problem solving.

Necessary Special Requirements
None

Physical Demands
<p>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.</p> <ul style="list-style-type: none"> • Work is performed indoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment. • Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus. • While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms. • The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl. • The employee may be exposed to unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents and vibrations. • The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.