

## Central Skagit Rural Partial County Library District

Position title	Teen Services Specialist
Reports to	Library Director
Direct reports	None
Exempt/Non-exempt	Non-exempt
Work from home:	Maximum one day per week (with Director approval)
2026 pay band	\$27.00 – \$35.10/hourly

Non-exempt, may be full or part-time. Benefits eligibility is dependent on regularly scheduled hours and will be listed in the position advertisement. This job description outlines the primary duties of the position but is not to be inclusive of all duties. Position responsible for all other duties that may be assigned by the supervisor or Library Director.

### **Job Summary**

The Teen Services Specialist position is responsible for the management of all teen programs, collections, and services for Central Skagit Library. All tasks are performed under general supervision of the Library Director and in close collaboration with library colleagues.

### **Essential Duties/Major Responsibilities**

- Creates, plans, directs, and supervises the operations of teen library programs
- Coordinates teen service operations with other library services and functions
- Plans and orchestrates fun and educational programs for teens to encourage literary skills and the use of library materials and services
- Requests or purchases all teen services consumable supplies
- Selects books, audiovisual, and digital materials for the teen collections
- Maintains the teen sections of the library
- Provides reference assistance to parents, children and teachers
- Shares teen services needs in relation to budgeting and personnel
- Evaluates teen services materials, digital services and equipment and makes recommendations
- Participates and makes suggestions regarding teen services policies and procedures
- Represents the library when working with local teen services committees or councils
- Participates in short and long-range planning for teen services
- Pursues partnerships with local schools, parents, and community groups
- Promotes Summer Reading Program and regular library programs/services

- Participates in professional development opportunities
- Oversees staff and volunteers assigned to teen services tasks

#### **Core competencies:**

- **Work Ethic:** Is productive, diligent, conscientious, punctual and efficient. Abides by policies and procedures. Participates in professional development activities.
- **Service Orientation:** Seeks to understand the needs and expectations of patrons and strives to meet or exceed the needs. Treats customers with respect, responding to requests in a professional manner.
- **Communication:** Concisely and accurately answers questions, explains or conveys information to the public and coworkers. Demonstrates effective oral and written communication skills.
- **Self-Management Skills:** Effectively manages emotions and maintains a positive attitude. Works effectively and cooperatively with others. Manages time wisely. Prioritizes tasks appropriately and effectively multitasks.
- **Customer Relations:** Understands the mission of the library and applies this while dealing with patrons. Communicates the importance of library services to the public. Treats all patrons and co-workers with courtesy and respect. Projects positive image of the library.
- **Library Technology:** Proficient in operating computer equipment and utilizing various software programs. Proficient in electronic search techniques in the library catalog, online databases and the Internet. Proficient in operating other office technology including fax, copier, printer, etc. Ability to assist patrons with mobile devices. Ability to effectively promote and demonstrate library's digital services.
- **Professional Maturity:** Manages conflict and diffuses situations. Knows when to refer an issue to the Director or when to notify police or emergency services. Maintains confidentiality.

#### **General Statement**

To promote understanding of the library's mission, values and workflow, all staff are required to train at the library service desks.

#### **Working Conditions**

Evenings and occasional Saturday work required. Continual and demanding contact with the public. May work alone and in team settings. Tasks may be repetitive and may require sitting or standing for long periods. Ability to work both independently and as part of a team. Tasks may require attention to detail. Must work with all age groups from toddlers to senior citizens. Will have to use step stools, book trucks, vacuums, and dollies. Will have to lift upwards of 50 pounds; may be exposed to dust and changes in temperature.

#### **Physical Demands**

Locate and obtain books and materials throughout the library of a wide variety of shapes and sizes; stand or sit at a computer workstation for extended periods of time (high manual dexterity, limited movement or change of position); reach library materials at high and low levels (bending, stooping, squatting, twisting, turning, and reaching above head using a stool required); use of repetitive motion of hands and arms; push fully loaded book carts across the library room, lift and carry materials inside and outside of the library, which may weigh up to 50 lbs. (boxes of books, equipment, furniture), push/pull up to 100 pounds (on dollies or wheeled book carts) and do speed work with hands and forearm rotation; visual acuity needed to read computer screens, library material spine labels, etc.

### **Disclaimer**

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities to do the job. Rather they are intended only to describe the general nature of the job.

Further, this announcement does not constitute an expressed or implied contract or an offer of employment.

Central Skagit Library is an equal opportunity employer. All qualified applicants will receive consideration without regard to race, ethnicity, religion, color, age, gender, marital status, sexual orientation, gender expression or identity, status as an actual or perceived victim of domestic violence, sexual assault, or stalking, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability, honorably discharged veteran or military status, or any other legally protected class. Applicants with disabilities who require assistance with the recruitment process will be accommodated to the extent reasonably possible. To request accommodation please email [dan@centralskagitlibrary.org](mailto:dan@centralskagitlibrary.org).