

**Library of the Chathams**  
**Position Description**  
**Emerging Technologies/Teen Librarian (ETTL) – Fulltime**

**Are you technically terrific? Teenager able? Unimaginably imaginative? Do you have a passion for all things YA? Does the idea of creating a safe and welcoming space for, and working with, teens excite you? Do you have a list of brilliant ideas you'd like to try?**

**If you have 3+ years of experience working for and with Young Adults and emerging technologies, you may be the new fulltime member of Library of the Chathams.**

**Full position description is below. Salary is negotiable with starting minimum \$67,500.**

**Apply by emailing Library Director Karen Brodsky at [apply@chathamlibrary.org](mailto:apply@chathamlibrary.org)**

**Overview**

Reporting initially to the Library Director, takes primary responsibility for emerging technologies/digital librarianship and Teen Services. This librarian will be committed to fostering a safe, inclusive, innovative and welcoming environment for the teens/preteens with enthusiasm, flexibility, forward thinking, and drive to promote the value of the library to our community.

The Emerging Technologies/Teen Librarian will play a leading role keeping the library, staff and public digitally literate. The ETTL will keep current in new and emerging technologies and their applications, making recommendations to staff and the public to ensure purposeful integration/implementation. The ETTL will also train staff and patrons across all age groups and technology comfort levels, demonstrating an ability to clearly communicate, reduce fear of new technology, and foster excitement, curiosity and collaboration.

**Duties, Functions, Responsibilities**

Although ET and Teen function often overlap, examples of duties have been divided between the two areas. Duties include but are not limited to:

*Examples of Emerging Technologies work:*

- Evaluate and recommend digital services and tools the library should make available to the public and our staff.
- Provide introduction and training for all levels from the technology-advanced to the technology-fearful.
- Train patrons and staff on technology and equipment; develop training materials; coordinate outreach activities; provide group/individual consultations; and work in

collaboration with technologists and content experts to develop and host tutorials, workshops, and instruction sessions.

*Examples of Teen work:*

- Form and run a Teen Advisory Group and implement additional mechanisms for teens to participate in the development of library services.
- Develop and implement STEAM programming and resources for all ages.
- Develop and supervise teen volunteers.
- Develop and conduct ongoing and special programming for preteens and teens
- Collection development and management for preteens and teens.
- Management of the teen space: create engaging displays to promote library services and programs.

*General: Duties:*

- Provide advanced reference, readers' advisory, and technology assistance services in the reference department.
- Participate in library website and mobile app development and maintenance and actively contribute to the library's online presence and outreach.
- Present programs independently or in collaboration with community organizations for a range of community interests.
- Integrate technological solutions for everyday challenges and streamlines procedures.
- Develop and maintain relationships with schools, local businesses, and other outside agencies and organizations throughout the county, state, and nation, in the areas of technology, STEM/STEAM, and makerspaces in order to address teen needs and interests and to best serve them.
- Review new materials and follow guidelines for weeding collections.
- Attend seminars, meetings, and conferences of professional and technical organizations for the purpose of keeping informed about current and emerging library services and technical developments.
- Provide coverage for any service desk or position as required.
- Perform additional functions at the discretion of the Director.
- Position description may be changed at any time as management needs require.

**Knowledge, Skills, Abilities**

- Passion for inclusive public service.
- An affinity for and understanding of preteen and teen needs and current interests to make the library a welcoming and productive place for this age group. Make teens feel welcome and a part of the decision-making processes.
- Knowledge and understanding of a wide variety of current and emerging technologies to effectively support users' needs, including mobile devices, web-based technologies, and hardware and software.

- Proactive and quick learner, with a strong sense of curiosity and enthusiasm for learning new technologies quickly and thoroughly.
- Ability to keep informed of current theories, objectives, principles, and techniques of librarianship; and adapt to modern technology, library trends and innovations.
- Ability to keep informed of current events, and popular and local culture.
- Ability to think critically and creatively to solve problems and implement ideas.
- Ability to work harmoniously, creatively and collaboratively with others.
- Ability to communicate effectively and share knowledge with others using oral, written and electronic communication skills.
- Ability to integrate current technology into areas of service to perform duties.
- Ability to train and assist the public with communications, technology literacy and all information resources.
- Knowledge of current teen and tween literature, audiovisual materials, and other resources that contribute to a diverse and current collection.

### **Qualifications/Requirements**

- A minimum of three years' experience working for and with Young Adults required and experience with STEAM programming preferred.
- A minimum of three years' experience with emerging technologies.
- Possess or be able to obtain a New Jersey Professional Librarian Certificate.
- Experience in setting up, maintaining, troubleshooting, and training others in nontraditional and emerging technologies.
- Experience drafting reports, documentation, and social media/web content.
- Superior interpersonal and communication skills.
- Excellent customer service skills and demonstrated ability to respond appropriately to patron inquiries on various topics with courtesy and sensitivity.
- Demonstrated initiative and flexibility and the ability to work both independently and collaboratively.
- Ability to think creatively, innovatively, strategically, and proactively.
- Ability to communicate complex issues to diverse audiences.
- Ability to work effectively with diverse groups and to create an environment of mutual respect.
- Must be able to work nights and weekends.

As an equal opportunity employer, our employment practices are in accordance with the laws that prohibit discrimination due to race, sex, sexual orientation, age, disability, or national origin.