



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Teen Services Specialist

EXEMPTION STATUS: Non-Exempt

JOB CATEGORY: Service Workers

BARGAINING UNIT: Non-Supervisor

GENERAL SUMMARY:

Under general supervision, interacts with a wide variety of external and internal customers to provide reference, reader's advisory, and periodicals services by searching files, automated library systems, and reference shelves to locate requested items or materials; maintains knowledge of youth and/or adult services and materials; assists teens and other youth with a variety of projects that support planning for the future, including pursuing academic and job opportunities that leverage their skills and experience; ensures that the calendar of programs, activities, and events for the department is maintained; prepares and conducts youth and multigenerational programs; ensures the physical maintenance and proper location of books, periodicals, and other library materials; and performs a variety of transactional duties in accordance with established policies, procedures, and practices. Typically reports to management-level Library Operations position.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Essential Duties & Responsibilities of Library Aide II plus:

1. Conducts reference interviews.
2. Assists customers with identifying and connecting to community resources and information.
3. Promotes library programs and collections to customers.
4. Conducts outreach in the community to raise awareness of library services and programs.
5. Plans, develops, and conducts library programs.
6. Ensures that the calendar of programs, activities, and events for the department is maintained.
7. Assists customers in scheduling and use of equipment, meeting rooms, and spaces when appropriate to the department.
8. Assists customers with electronic resources and devices.

9. Performs basic maintenance, troubleshooting, or repair on library equipment; reports unresolved issues to supervisor.
10. Assists with collection development activities such as reading reviews, ordering library materials, and weeding collections
11. Maintains compliance with Library District, branch, and assigned department policies and procedures and explains policies and procedures to customers and staff
12. Performs other duties as assigned.

CORE COMPETENCIES:

Competencies of Library Aide II plus:

- Integrated Library Systems (ILS; intermediate)

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:**

Required: Bachelor's Degree in Liberal Arts or related field.

Preferred: N/A

- **EXPERIENCE:**

Required: One (1) year youth-focused customer service experience, and intermediate computer experience.

Preferred: N/A

- **CERTIFICATION:**

Required: Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

Preferred: N/A

- **PHYSICAL REQUIREMENTS:** Although work is performed in a library setting, a limited amount of walking or standing is often necessary to carry out job duties. Tasks may involve frequent walking, standing, bending, reaching, stooping, and some lifting and carrying of objects of moderate weight (20-50 pounds).

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

KSAs of Library Aide II plus:

- Knowledge of current literature, trends, and developments, especially those pertaining to teen reference, reader's advisory, and periodical services.
- Knowledge of automated library systems, online tools and resources, and the Internet.

- Ability to perform intermediate search queries.
- Ability to engage partners and generate programming.

DEVELOPED: August 4, 2017

UPDATED: April 23, 2025