

Position Description

TITLE: Teen Coordinator/Children's Coordinator/Youth Services Assistant II

CLASSIFICATION: Youth Services Assistant II

PRINCIPAL DUTIES:

This support staff position is supervised and evaluated by the Director or Branch Manager and may also take direction from Coordinators & Librarians, or the senior assistant in charge of the library. Under indirect supervision, this position requires considerable contact with the public and performs a variety of functions including, but not limited to circulation and registration, placing reserves, assisting patrons in finding specific materials and other forms of patron assistance.

Preparing, presenting and/or evaluating public programs for children and/or teens.

This position may also be required to perform other clerical duties including, but not limited to packing and unpacking materials, recording and verifying deliveries, processing mail, data entry and bibliographic maintenance. This position may be required to shelve library materials as needed.

This position will frequently be asked to serve as employee in-charge of the library in the absence of Coordinators, Librarians, Managers or Directors.

MINIMUM QUALIFICATIONS:

- 4 year post-secondary degree [or]
- 2 years of college undergraduate course work and 4-8 years of experience at the Wilmington Public Library of Clinton County [or]
- 2 years of college undergraduate course work and 6-12 years of experience in any library environment

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to work without direct supervision
- Ability to show initiative and the motivation to work independently
- Broad knowledge of library operations, library materials, formats and authors
- Ability to effectively network with and represent the library to community groups, especially schools
- Ability to develop new and innovative ways of improving service to the public
- Ability to independently exercise judgment within established guidelines
- Strong verbal and written communication skills
- Ability to prioritize varied tasks
- Basic knowledge of office procedures

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- Excellent knowledge of social media and emerging technologies including digital formats
- Ability to exercise initiative, tact, leadership and independent judgment
- Some knowledge of and an interest in children's and teen literature and current trends in library services for children and teens.
- Strong communication skills with both adults and children
- Some knowledge of basic reference resources, e.g. Encyclopedias, almanacs, etc.
- Ability to meet and deal effectively with library patrons
- Ability to understand and follow oral and written instruction
- Ability to read numbers and letters rapidly and accurately
- Ability to maintain composure in stressful work situations
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- Requires physical ability and strength to bend, reach, lift, and carry up to 40 lbs., and extensive use of a computer terminal
- Accepts extraordinary responsibilities such as acting as a second level supervisor when conflicts arise around how to apply temporary policies, guidelines and procedures

TYPICAL DUTIES:

- May assist with or perform children and teen collection development
- Present, coordinate and/or evaluate children and/or teen programming
- Coordinates library services with local schools
- Performs circulation duties and routine through in-depth patron information assistance
- Evaluates trends in youth services and recommends policy changes as needed
- Participates in special library initiatives, projects, and teams
- Performs other duties as assigned
- Accepts more responsibility in the absence of Directors, Coordinators, Librarians or Managers
- Routinely acts as in-charge employee in the absence of Coordinators, Librarians, Managers or Directors
- Resolves public service issues, including enforcing library policies and procedures

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 skills and abilities required to do the job. Rather they are intended only to describe the general nature of the job. Other duties may be assigned at the discretion of the Director or other supervising employees.

Adopted by the Director with the force of a guideline: July 31, 2020.