

# **IGNACIO COMMUNITY LIBRARY YOUTH SERVICES SPECIALIST**

## **JOB DESCRIPTION**

### **JOB TITLE**

Youth Services Specialist

### **POSITION TYPE**

Paraprofessional

### **EMPLOYMENT STATUS**

24-32 hours per week including some evening and weekend hours.

### **RATE OF PAY**

Range of \$13.00-16.25 per hour

### **REPORTS TO**

Library Director

### **POSITION OVERVIEW:**

Under the supervision of the Library Director, this employee oversees the Children's area of the library ensuring an inviting and stimulating atmosphere. The employee will provide children's services for the Library District, requiring collection development and maintenance, circulation, reference, public services, computer assistance, children's programming, and general assistance to the public. This employee is also responsible for the promotion and marketing of children's materials, services, and programs, which includes outreach. This position includes service desk duties.

### **SUPERVISION**

Work is performed under the supervision of the Library Director. This position does not supervise any other library employees.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES FOR CHILDREN'S SERVICES**

1. Plans and coordinates all aspects of children's library programming and events, including developing, scheduling, implementing, and evaluating programs. Coordinates with other library staff to avoid event conflicts, duplications, and possible scheduling issues.
2. Works to promote children's library programs and services through creative and diverse program offerings, and the utilization of all forms of methods and media. This includes outreach, partnerships with outside agencies, and partnerships with libraries and schools in the immediate area and across Colorado.
3. Works with the ICL Marketing staff to design and produce print promotional items to advertise children's services, such as flyers, bookmarks, posters, and newsletter items, etc.; as well as Internet promotion of programs such as website images and information.
4. Develops and maintains displays, exhibits, brochures, bookmarks, and other internal promotional tools that further children's services and the library's mission.
5. Assists with children's collection development, to including maintenance, weeding, and selecting children's materials.

6. Tracks and compiles statistics on children's programs and reports those statistics to the Library Director on a monthly basis.
7. Works on special projects as assigned.

#### **ESSENTIAL DUTIES OF SERVICE DESK**

1. Serve the general public at the service desk.
  - Assist patrons with circulation and borrowing processes.
  - Answer questions in person or by phone..
  - Provide ready reference, reader's advisory service, and instruction in the use of the library to patrons.
  - Provide basic reference service by utilizing the physical and virtual services available within the library (library collection, union catalog, databases, nearby libraries, Interlibrary Loan, etc.).
2. Shelve returned materials; read and straighten shelves to maintain proper order.
3. Promote all library services and programming to the general public.
4. Provide basic computer support and informational instruction to patrons on the use of library catalog, online databases, Internet, and downloadable media.

**The duties listed above are not meant to be all-inclusive, but are intended to be merely illustrative of the nature of the work to be performed by a person in this classification. Employee may perform other related duties as established to meet the ongoing needs of the organization.**

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

1. Strong verbal and written communication skills to effectively work with others by phone, in person at meetings, on site, and whenever representing the library; with adults, children, teens, seniors, and all members of the diverse and multicultural community.
2. Excellent computer skills; ability to skillfully operate Internet, word processing, data processing, and other software.
3. Ability to carry out instructions furnished in written, verbal, or schedule form.
4. Ability to exercise tact, discretion, and to act confidentially with respect to patron information on behalf of the library.
5. Ability to establish and maintain good working relationships with staff, patrons, Trustees, Friends, vendors, and other parties.
6. Analytical Skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information and resources available when making decisions.
7. Problem-Solving Skills: develop feasible, realistic solutions to problems; initiate actions designed to prevent problems from occurring; refer problems to Library Director when necessary.
8. Planning and Organization Skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
9. Creative Decision-Making: effectively evaluate or make independent decisions based upon experience, knowledge, or training.
10. Time Management: ability to set priorities in order to meet assignment deadlines.

#### **PHYSICAL DEMANDS OF THE POSITION:**

This is primarily an office-type position with many hours spent with the public, at a desk, and on the computer. There will be a great deal of time spent with library patrons, library staff, and outside organizations. Some travel to attend meetings throughout La Plata County and Colorado may be

necessary. This can be a very physical position. Employee must be able to lift up to 30 pounds and have ability to stand, sit, and walk for up to 60 minutes at a time. Must have ability to push and move full book carts weighing up to 50 pounds. Employee must have acceptable eyesight to read printed material and a computer monitor and to operate office equipment. Employee must have acceptable hearing to communicate with others in person or through telephonic means and the ability to withstand extensive VDT exposure.

*Note: The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ENVIRONMENTAL/WORKING CONDITIONS:**

Indoor and Library work environment; extensive contact with the public and vendors.  
Part time position of 24-32 hours per week, will involve some evening and weekend hours.

**EQUIPMENT USED:**

Computer, calculator, copy machine, fax machine, telephone, and other standard office equipment.

**REQUIRED TRAINING AND EXPERIENCE:**

Bachelor's degree preferred. Experience working with children and families required. At least one year of public library experience preferred; a combination of other library experience and education is acceptable or any relevant combination of education, experience and training.

Background check is required for this position and is the financial responsibility of the applicant.