

Children and Teen Services Specialist

Job Description

Classification Title: Children and Teen Services Specialist

FLSA Status: Non-Exempt

Employment Status: Full-time (includes evenings and weekends)

Reports to: Library Director and the Program/Community Outreach Manager

Summary:

Plans, organizes and leads library programs for pre-school, elementary, and young adult library users. Participates in short and long-range planning for children and general library programs. Coordinates activities with other departments. Assists patrons in the selection and use of library materials. Acts as liaison with schools, daycare, and homeschoolers. Keeps current with new trends in library planning and services.

Essential Job Duties and Responsibilities:

- Confers with Library Director to develop and conduct a variety of library programs for children of all ages; includes school year, summer reading programs and special programs both inside and outside of the library.
- Evaluate and improve upon existing programs.
- Evaluate and recommend collection acquisitions.
- Runs reports to select and recommend youth materials for weeding.
- Identifies patron needs and interests.
- Stays current with issues in youth materials and maintains an awareness of popular culture for trends in collection development.
- Utilizes strong interpersonal communication skills.
- Effectively uses online and print resources.
- Instructs youth in basic information gathering techniques and use of library resources.
- Maintains a colorful and stimulating environment that is a clean, friendly, and safe venue for children and young adults.
- Manages decorations, displays and bulletin boards in the children and teen areas.
- Develops and coordinates all children's outreach programs to local nursery schools and day care centers.
- Continue to develop and improve upon relationships and outreach programs with local schools.
- Oversees and coordinates with the Program/Community Services Director all story times, science programs, film programs, craft programs, etc. and other activities.
- Prepares book lists, flyers and other public relations materials in accordance to library style guides.

- Writes and submits to the Program/Community Services Manager weekly press releases detailing children's programs and activities in a timely manner.
- Gathers statistics, prepares reports, and completes other projects as assigned.
- In collaboration with the Program/Community Services Manager, develops programs and budget plans for the Children and Teen areas for consideration and is responsible for facilitating the approved plan.
- Works in collaboration with the Fiscal Officer to create and implement annual budget in Children and Teen services area.
- Instruct patrons on the use of computer applications for libraries, including mobile apps and devices; troubleshoot basic computer issues and other related equipment.
- Keeps abreast of current developments in relevant fields through attendance and participation in conferences and workshops and through programs of continuing education, professional reading, and participation in professional groups.
- Trains and assigns regular and daily tasks to clerical staff.
- Performs routine library duties, including reference tasks and circulation desk as needed.

Required Knowledge, Skills, and Abilities:

- Experience working with children of all ages.
- Considerable knowledge of children's library services, programs and literature.
- Ability to present a warm, welcoming image working with the public in person and on the phone.
- Demonstrates a working knowledge of library principles and practices.
- Knowledge of readers' advisory and reference techniques, collection development principles and practices.
- Excellent interpersonal skills, positive attitude and a strong service orientation.
- Strong planning, analytical, and organizational skills.
- Ability to guide, develop and motivate staff.
- Ability to handle confidential information in a professional manner.
- Ability to work with other Library managers and supervisors in planning and directing the effective use of resources, including staff.
- Ability to plan and organize work procedures.
- Self-motivated and able to work independently.
- Ability to resolve patron conflicts.
- Digitally literate with broad experience in current technologies, software, and working knowledge of standard office equipment (faxes, copiers, etc.).
- Strong verbal, written, and telephone skills.
- Have an understanding of alpha-numeric organization, the Dewey Decimal Classification and have a working knowledge of the current circulation system.
- Ability to perform several tasks simultaneously and remain calm in stressful situations.
- Proficient with computer hardware and software applications used in the Library.
- Ability to load, unload, lift, shelve, transfer, and/or transport materials up to 50 pounds.
- Ability to interpret and apply Library policy.
- Ability to establish and maintain effective relationships with customers, staff, and the general public.

- Ability to meet the public with poise and self-assurance, and to deal tactfully and courteously with library patrons.
- Ability to function effectively in a team-oriented environment.
- Ability to work scheduled hours, arrive promptly and maintain regular and reliable attendance.

Qualifications:

- Four-year college or university program certificate or four to six years related experience and/or training; or equivalent combination of education and experience.
- 2-3 years of experience working with children and/or young adults.
- Prior library experience preferred.
- Reliable transportation.
- Must successfully pass a background check.

Working Conditions:

- Work generally requires physical effort including standing, bending, and walking.
- Much lifting and carrying of stacks of books, packages, and similar with weights up to 50 pounds.
- Ability to perform repetitive tasks.
- Agility and strength for pushing loaded book trucks up to 150 pounds, and shelving and retrieving library materials stored from near floor level to 90" high.
- Requires attention to visual detail and manual dexterity for using the computer, keyboard, mouse, printer, and other office equipment.
- Must be able to work with frequent interruptions.
- Hours include some evening and weekends. Schedules may be altered depending on the needs of the library.

The usual physical demands referred to above are typically exhibited when performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the Library and employee identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA related disability.

The above job describing is not all inclusive but are the general duties expected of this position. The Director reserves the right to assign other duties as needed for the orderly operation of the library.