

## **YOUTH SERVICES LIBRARIAN; ASSISTANT DIRECTOR**

### **DESCRIPTION OF WORK**

General Statement of Duties: Performs professional work developing, promoting, and evaluating all youth services, as well as general library programs. Position is also responsible for maintaining the children's collection, providing direct assistance to patrons, and supervising circulation and interlibrary loan activities. Acts as assistant to the Library Director, and performs related duties as required.

Supervision Required: Works under the general supervision of the Library Director.

Supervision Exercised: Exercises general supervision over Library Assistants and Library Aides.

### **TYPICAL DUTIES PERFORMED**

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- Establishes and administers programs for children's services.
- Establishes and administers programs for adult and young adult services.
- Tracks statistics for all library programs and services. Performs related recordkeeping, including supply inventories and associated financial costs.
- Collaborates and actively develops relationships with area schools and other community partners.
- Creates and distributes promotional materials to support library programs and services through social media and local advertising.
- Selects, acquires, and disposes of children's materials to meet the needs of local patrons in accordance with library policy and budget limitations.
- Participates in the supervision of Library Assistants and Library Aides, including interviewing and recommending hire, assigning and reviewing work, and taking disciplinary actions.
- Assists patrons with accessing materials, and performs general circulation duties.
- Gives patrons instruction on the use of the library catalog and databases, as well as assistance with any related technologies.
- Administers interlibrary loan requesting, including assisting patrons with placing requests, and liaising with other libraries and interlibrary loan systems.
- Provides reference and reader's advisory services.
- Assists patrons with public PCs, giving brief instructions on the use of software, internet tasks, and other PC related uses.
- Coordinates story times, including selecting and presenting age-appropriate stories, crafts, visual aids, songs, and other materials as needed.
- Administers the annual children's summer reading program.
- Maintains supplies used for library operations and recommends purchases as needed.

- Recommends purchases of new equipment and furnishings for children's area.
- Oversees the processing and mending of library materials.
- Performs technical services duties, including cataloging and item record creation, and maintaining existing juvenile item records in the library automation system.
- Maintains the physical appearance of the children's area. Orders decorations and instructional materials.
- Assists with training staff in the use of library automation systems. Handles on-site problems with systems and acts as liaison to SELCO staff in the Library Director's absence.
- Performs basic troubleshooting on library PCs in the Library Director's absence.
- Provides input on the development and revision of library policies and procedures. Works within library policies and applicable laws, including, but not limited to, those regarding data privacy, acceptable behavior, and safety regulations.
- Makes policy decisions, supervises main desk staff, and guides staff in handling patrons' questions, problems or complaints in the Library Director's absence.
- Collects and records payment of overdue fines, and determines fines for damaged materials.
- Prepares notices of overdue materials, and coordinates circulation desk activities involving direct patron interaction and notification.
- Assists in preparing and depositing cash receipts and transmitting payroll records to city hall.
- Provides information to the Library Director for budget preparation.
- Registers new patrons on the library automation system, following applicable library and regional system policies.
- Attends regular meetings of the Library Board of Trustees and takes minutes of the meetings.
- Attends SELCO meetings when appropriate. Attends other meetings and conferences as assigned by the Library Director or Library Board.

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

- Considerable knowledge of library policies and practices, including operational issues.
- Considerable knowledge of collection development of children's materials.
- Considerable knowledge of the scope and physical organization of the children's collection.
- Considerable knowledge of library automation systems.
- Considerable ability to communicate effectively with the library board, library staff, and the general public, particularly children, teachers, and parents.
- Working knowledge of a wide variety of subjects to assist patrons with informational needs.
- Working knowledge of reference resources.
- Working ability to supervise staff.
- Working ability to collect statistics and prepare reports.
- Working skill with computers and software applications.
- Working ability to write press releases and newspaper articles.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree, preferably with course work in library science or education, and one year of experience providing customer assistance in a library or educational setting, or an equivalent combination of training and experience.