



Assistant Coordinator of Youth Services

Position Title: Assistant Coordinator of Youth Services

Department: Youth Services

Pay Rate: \$54,249.00 annually

Immediate Supervisor: Coordinator of Youth Services

Position Summary: Responsible for providing a full range of library services to patrons and administering library collection maintenance functions. The work requires that the employee have excellent judgment as well as excellent knowledge, skill, and ability in every aspect of public librarianship. Duties include reference work, materials review, execution of youth programming, materials collection maintenance, promoting library use and managing and evaluating staff. This position is invested with making routine professional-level decisions and assuming additional responsibility in the absence of the Coordinator of Youth Services & Outreach Services.

Education: MLS or MLIS required. Three or more years in a public library setting with youth services experience and successful progressive responsibilities preferred.

Responsibilities: (not all-inclusive) all of the duties listed below are essential job functions for which reasonable accommodations will be made. All job requirements listed indicate the minimum level knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform any other job-related duties as requested by their supervisor subject to reasonable accommodations.

Essential Functions:

- Interpret and implement the Library's policies and procedures in a patron-responsive manner with a commitment to excellent customer service.
- Identify and interpret user needs by providing reference and readers' advisory services as well as computer, database and referral services and assisting patrons in material selection and interlibrary loan.
- Supervise the day-to-day operations of Youth Services Department by scheduling employees within the department and allocating specific work assignments and responsibilities pertaining to departmental operations and services.
- Ability to connect children and young adults with resources that encourage reading.
- Plan, promote and present traditional and innovative programs and events for children and young adults and adults who work with youth.
- Ability to deal with customer concerns efficiently and effectively, negotiating for successful outcomes with customers in difficult situations.
- Initiate, organize, and follow through on programs, services, and projects.
- Participate in the hiring process of new support staff including interviewing, training, evaluating progress, disciplinary action, etc.
- Ensures that department staff are responsive to customers in a consistent, friendly and professional manner.
- Establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public.
- Perform other duties as required.

Minimum Qualifications:

- Advanced knowledge of the elements of library operation and the ability to apply such knowledge to work performed.
- A strong public service orientation, excellent customer service skills and interpersonal skills to deal effectively with the public and staff.
- Knowledge of management principles and the ability to effectively supervise and direct subordinates.
- Demonstrate a familiarity and appreciation of children's and young adult materials.
- Familiarity and proficiency with current library technology and the ability to develop skills in the complex use of the library's automation system and other computer technology, software and automated library systems.
- Proficiency in Microsoft Office and Internet searching required.
- Ability to operate and troubleshoot office equipment including information management tools and possess manual dexterity to operate the equipment (Windows applications, databases, etc.) and troubleshoot equipment when necessary.
- Ability to deal tactfully with personnel, visitors, vendors, government agencies/personnel, and the general public.
- Ability to set and model high performance standards characterized by integrity, and to earn trust and respect of others by coaching, inspiring and empowering teams of people to achieve department goals and objectives.
- Demonstrate judgment sufficient to work independently, organize work efficiently, set effective priorities and make sound choices despite obstacles or resistance.
- Ability to supervise and evaluate staff work performance and to delegate work effectively.
- Excellent verbal and written communication skills and the ability to follow oral and written instructions.

Specific Requirements:

- After a reasonable orientation, possess a thorough understanding of the Library's policies and procedures and fully endorse the FCDL philosophy of public library service.
- Exhibit adherence to all personnel policies and procedures as established by the Board and Library Administration and provided for in the Union contract.
- Exhibit integrity and ability to maintain the confidentiality of library information.
- Exhibit patience, tact, a cheerful disposition and enthusiasm as well as the willingness to handle difficult staff and situations
- Conduct library programs for youth (including the creation of plans and materials), book talks, class visits and community library activities.
- Plans and creates booklists, bibliographies, displays and similar activities.
- Prepares teacher collections as needed.
- Help coordinate system wide children's and young adult programming such as the summer and winter reading programs.
- Understand the importance of connecting customers to popular and recreational reading and the ability to assist them in choosing materials.
- Keep abreast of current issues and trends and of pop culture for collection development purposes.
- Understand the importance of determining customer needs, researching and locating answers in a timely manner, and providing accurate information.
- Possess understanding of parameters for weeding a collection and disposition of obsolete materials.
- Engage in activities to increase community awareness of library resources such as conducting tours, preparing bibliographies and displays, and contacting schools and other organizations;
- Attend and participate in community activities and events.
- Prepare reports and collects data on departmental operations as assigned.
- Participate in the hiring process of new support staff including interviewing, training, evaluating progress, disciplinary action, etc.
- Provide information and training to staff members on library policies and procedures, departmental operations and services, job enhancements, and job-related technologies.
- Ensure effective, fair and timely evaluation of all department support staff and maintain proper personnel records.
- Conduct regular staff meetings and training sessions; monitor workload of staff; and facilitate completion of tasks. Seek staff input.

- Cooperate with the Building Services Manager to insure a safe and comfortable working environment for staff.
- Report problems and/or concerns regarding maintenance and janitorial services to the Building Services Manager for resolution.
- Take advantage of opportunities for professional growth and development to enhance performance and multifunctional skills.
- Subject to work beyond normal working hours, including routine evenings and weekends, and holidays when necessary.
- Routinely act as Supervisor-on-Duty.
- Oversee opening and closing procedures of the library.

Working Conditions

- Due to direct access to Library credit card accounts, control over Library systems and possession of building master key, is subject to criminal and credit background checks.

APPLICATION PROCEDURE: Submit resume and three business references to the Fairfield County District Library c/o Becky Schaade, Library Director, 219 N. Broad Street, Lancaster, Ohio 43130 or by email to bschaade@fcdlibrary.org.

Position open through January 31, 2019 or until filled.