

Job Title: Youth Services Coordinator

Department: Library

Reports to: Library Director

Employed by: Village of Monticello

Hours: 30 hours per week

General Statement of Duties:

Under general supervision, works with library patrons directly or indirectly. May have supervisory and decision-making responsibilities. Assists in performing the clerical operations of the library. Shall do such duties as the library director subscribes.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs circulation desk procedures, such as checking in and checking out materials, registering patrons, issuing cards, collecting fines, and sending overdue notices.
- Collects and organizes statistics.
- Conducts library services and programs in the area of responsibility with children's services including storytime, summer library program, and additional special programming.
- Assists in plans with special interest displays, programs and projects.
- Helps patrons locate materials in the library.
- Shelves library materials and "reads" shelves.
- Helps patrons with copying and faxing needs.
- Helps patrons with library computers, personal devices, and databases.
- Assists with programs and displays.
- Answers reference questions.
- Assists with inventory and does weeding of collection.
- Provides information and recommendations to the Library Director that can be used for materials selection.
- Attends staff meetings and participates in planning and policy discussions.
- Maintains skills in above-mentioned areas through active participation in appropriate continuing education activities.

- Consistently presents the Monticello Public Library and its services in a positive manner and adheres to customer service guidelines and procedures as established by the Library.
- Complies with the established rules of operation, procedures, and policies when using library computers, peripheral hardware, and software. Individual passwords and any other confidential information regarding library records shall be kept confidential.
- Provides excellent customer service to internal and external customers.
- Provides information and recommendations to the Library Director that can be used for materials selection.
- Other activities as directed by the Library Director, including book processing, materials searching, etc.

Knowledge and Abilities

- Knowledge of daily library operations, services, and materials.
- Ability to direct and supervise the work of others.
- Ability to communicate effectively with staff and public and maintain effective public relations.
- Ability to maintain confidentiality of library patron information.
- Ability to operate library machines properly and use computer software and manage computerized files.
- Working knowledge of English grammar and spelling.
- Willingness to keep pace with changing technologies.
- Ability to travel to meetings outside the library.

Environment / Working Conditions:

- Ability to work effectively in a library environment.
- Position may require out of town travel with own reliable transportation.
- Is subject to frequent interruptions.
- Is subject to work beyond normal working hours, evenings, weekends.
- Attends and participates in continuing educational programs designed to keep one aware of changes in the profession.
- Moves intermittently during working hours.

Education and Experience:

- Minimum:
 - High school diploma or GED.
 - Two or more years experience working with the public.
 - Two or more years experience working with youth.
 - One or more years of general office experience.
- Preferred:
 - Bachelor's College degree
 - Library experience (or equivalent helpful).
 - Management and supervisory experience or two years of progressively more responsible management experience.

Wages and Benefits:

- This position's wage range is \$14.50-\$16.00 per hour, dependent upon qualifications.
- Benefits include prorated holiday, vacation, and personal time, as well as eligibility for prorated health insurance.

Other Requirements:

- A criminal background check and drug test are required.
- Serve a probation period of 6 months.

To Apply:

- Please submit a cover letter and resume to Elizabeth Clauss at mntpublib.director@gmail.com.
- Position opening will remain posted until it has been filled.