**Job Title: Youth Services Coordinator**

Department: Library

Reports to: Library Director

Employed by: Village

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, issue cards, and collecting fines and calling and sending overdue notices.
* Collects and organizes statistics.
* Conducts library services and programs in the area of responsibility with children’s services including weekly storytime, summer library program, and additional special programming.
* Assists in plans with special interest displays, programs and projects.
* Processes interlibrary loan requests.
* Gives reference and reader’s advisory service and other patron assistance
* Assists patrons with internet and computer software.
* Does computer maintenance and install updates.
* Checks in deliveries of loan materials. Processes loaned materials.
* Checks and fills the hold lists.
* Does data keyboarding and filing.
* Processes, repairs and reconditions library materials.
* Assists with inventory and does weeding of collection.
* Provides information and recommendations to the Library Director that can be used for materials selection.
* Reads shelves to keep materials in proper order.
* Performs repairs and reconditions library materials.
* 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 Board.
* 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.
* 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.

**Physical Requirements of the Position:**

* Sitting, standing, walking, climbing and stooping.
* Bending, twisting and reaching.
* Talking and hearing; use of telephone.
* Far vision at 20 feet or further; near vision at 20 inches or less.
* Lifting and carrying: 50 pounds or less.
* Handling: processing, picking up and shelving books
* Fingering: typing, writing, filing, sorting, shelving and processing.
* Pushing and pulling: objects weighing 60-80 pounds on wheels.
* Mobility: travel to meetings outside the library. A valid driver’s license is required.

**Mental Requirements of the Position:**

* Communication skills: effectively communicate ideas and information both in written and oral form.
* Reading ability: effectively read and understand information contained in reports and bulletins.
* Decision-making: evaluate or make independent decisions based upon experience knowledge or training, without supervision.
* Mathematical ability: calculate basic arithmetic problem (addition, subtraction, multiplication, division) without the aid of a calculator.
* Time management: set priorities in order to meet assignment deadlines.
* Ability to concentrate and change tasks: Keep on a task despite frequent distractions and interruptions.
* Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
* Ability to comprehend and interpret a variety of documents.
* Ability to record and deliver information, explain procedures, and follow instructions.
* Ability to use and interpret library science terminology, including automation.
* Ability to communicate effectively with library staff, library users, children, volunteers, and the general public.
* Ability to manage and work with others in a team-oriented environment.

**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, and holidays when necessary with notice.
* Attends and participates in continuing educational programs designed to keep one aware of changes in the profession.
* Moves intermittently during working hours.

**Equipment Used:**

* Computer, copy machine, fax machine, calculator, telephone, printer, microfilm reader/printer, tablet, book carts, hand trucks, and audio-visual equipment and software programs.

**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.
* Prefered:
  + Bachelor's College degree.
  + Library experience (or equivalent helpful).
  + Management and supervisory experience or two years of progressively more responsible management experience.

**Other Requirements:**

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

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and acknowledge that I am able to comply with the aforementioned rules, duties, and responsibilities.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Employee Date

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, bare witness to the acknowledgement and will uphold the supervisory role of the aforementioned rules, duties, and responsibilities.

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Signature of Library Director Date

10-09-2018