

## **SUBLETTE COUNTY LIBRARY SYSTEM JOB DESCRIPTION**

**Position Title:** Big Piney Youth Services Specialist

**Starting Pay Rate:** \$20.00 an hour

**Nature of Work:**

Responsible for the library's youth services. Provides information services, reader's advisory services and programming for teens and children. Creates an environment that encourages the use of the library and supports parents. Works regularly scheduled shifts on all public service desks providing a broad spectrum of services to all patrons.

**Organizational Status:**

This is a part-time non-exempt permanent position.

Reports to the Library Manager.

**All employees of the Sublette County Library System are "at-will" employees. This means the Sublette County Library System retains the absolute right to terminate an employee at any time, with or without cause.**

**Essential Functions of the Job:**

1. Provides excellent customer service, employing communication skills necessary to effectively determine the needs of the patrons and providing information and readers' advisory services.
2. Regularly plans, organizes, executes and evaluates the effectiveness of youth programs at the library and through outreach to appropriate community venues and events. Recruits and supervises volunteers as needed.
3. Creates an environment which is conducive to the enjoyable and constructive use of library resources. This includes keeping the room and desks free of clutter while effectively providing relevant information to the patrons through the effective use of displays, bulletin boards, posters, etc.
4. Actively promotes library services and materials through effective displays and the presentation of materials, programs, tours and community outreach. Serves as the library's liaison to various community agencies serving youth such as preschools, schools, Wyoming Reads, Raising Readers and the 4H After School program.

5. Works closely with the Library Manager to develop and maintain the children's collections. Reviews new materials for appropriate cataloging and labeling, and weeds the collections in close coordination with the library manager.
6. Participates in the budget planning process. Responsible for managing programming budgets and ordering programming materials within the limits of the budget.
7. Maintains statistical information on program participation.
8. May apply for grants to support youth services with the manager's input and approval.
9. Provides input and monitors the Sublette County Library's web presence to ensure it is current and relevant in regards to children's services. Assists with maintaining the library's social media accounts.
10. Participates in professional library organizations such as American Library Association (ALA), Public Library Association (PLA), Wyoming Library Association (WLA), WYLD Consortium and others as appropriate. Attends training and meetings.

**Additional Examples of Work Performed:**

1. Interprets and applies library policy.
2. Meets the needs of patrons by providing comprehensive service.
3. Provides basic direction, information and instruction to patrons on all of the library's services and technology. Troubleshoots basic computer and office equipment problems.
4. Issues and maintains patron library cards. Collects fines and fees and maintains accurate records of the same.
5. Checks materials in and out. Clears book drop on a regular basis. Assists with requests to purchase materials and inter-library loan requests.
6. Assists in maintaining appearance of the library and monitors patron use of the library.
7. Shelves print and non-print materials when needed.
8. Books meeting rooms.

9. Attends informational and instructional meetings and workshops.
10. Opens and closes the library as needed.

**Knowledge, Skills and Abilities Required:**

1. A working knowledge of library services, general library practices, the organization of library materials, and related computer applications such as automated library systems.
2. Knowledge of children's and teen literature, knowledge of general subject areas, authors and reader interest levels.
3. Knowledge of techniques and resources for effective storytelling and programming. Exhibits creative use of dramatic, artistic and musical skills in presenting programs.
4. Demonstrates interpersonal skills necessary to establish and maintain good working relationships with library staff and patrons.
5. Ability to work in groups, demonstrating a willingness to contribute ideas, maintain flexibility, and support changes within the organization. Ability to perform detailed tasks and handle multiple tasks simultaneously.
6. Ability to operate library equipment, audio-visual equipment, computers, telephones and various office machines.
7. Strong oral and written communication skills. Knowledge of basic math skills. Ability to follow written and verbal instruction.
8. Ability to perform a variety of duties without supervision.
9. Must possess a reputation of honesty, integrity, and reliability.
10. Must have the desire and ability to serve the public in a calm and professional manner.

### **Minimum Education, Training and Experience Required:**

1. Education-
  - a. Requires high school diploma or GED.
  - b. College degree preferred.
2. Experience-
  - a. Requires public service work experience and experience working with youth.
  - b. Prefer two years of experience working in a library setting.

### **Working Environment:**

1. Must be willing to work a varied schedule which will include nights, weekends and holidays. **The schedule is subject to change based on the needs of the library.**
2. Must be able and willing to travel throughout the county as well as to attend national and state conferences or meetings.

### **Physical Demands:**

1. Must possess the mobility to work in the library setting which includes the ability to stand, squat, stoop, stretch, lift, carry, shelve and retrieve books and materials (generally not exceeding 50 lbs.) from shelves and storage locations. Must be able to push a book truck weighing up to 100 lbs.
2. Must possess the ability to read routine documents and a computer screen.
3. Must possess the ability to communicate effectively with the public both in person and over the telephone.

### **Background checks:**

All applicants must willing to submit to a background check.

### **NOTE:**

**This job description describes the nature and level of assignments normally given in this position. It is not an exhaustive list of duties. Employees may be expected to perform additional related duties which are specific to their area that may not be reflected in this description.**