



Job Title: <u>Library Youth Services Coordinator</u>		Job Number: 4448
Job Classification: <u>Professional / Technical</u>		<i>Physical Type # 1</i>
Reports to: Branch Manager	Department: Library	Pay Grade: 123 Exempt

PRIMARY DUTIES: Under general supervision, performs professional-level librarian duties, utilizing current technology and traditional resources to meet the informational, instructional, educational and recreational needs of children; manages children’s library programs for all four library branches and recommends programs and policies for the Waco-McLennan County Public Library (WPL) Children’s Department.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Coordinates the WPL services and activities for children and families across all four library locations, including informational, instructional, and recreational programs and projects; plans, develops and organizes special outreach and promotional programs and activities; assures activities are in compliance with all laws, policies and regulations.
- Design, promote, present, and evaluate a variety of programs for children of all ages, based on their developmental needs and interests and the goals of the library.
- Oversees library staff; plans, prioritizes and assigns tasks and projects; instructs and trains staff, monitors work, monitors workflow and the quality of services provided.
- Oversees Library children's collections through selection recommendations; reviews and evaluates current collection and recommends the addition of new resources and media and the removal of resources that are no longer appropriate for the collection.
- Meets with WPL director, managers and senior staff to discuss and resolve service improvements, technical issues, policy and procedures improvements, resource allocation and priorities.
- Provides customer service to library patrons; responds to inquiries and requests for information; explains WPL programs, procedures and services to children and families; resolves customer service issues; interprets and explains library policies, procedures, rules and regulations to staff and patrons.
- Circulates materials and coordinates patron services; processes book and media requests; researches multiple databases to determine availability of items and correct source of borrowing; administers checking in and out procedures for Library materials; creates new patron records.
- Gathers and compiles data for reports and prepares statistical and analytical reports of Library activities and operations; monitors expenditures and budget.
- Assures patrons comply with policies and procedures; assures that quality standards are met and appropriate services are provided.
- Promotes WPL children’s programs and services to community agencies, advocates and citizen groups.
- Supports the relationship between the City of Waco and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors and City staff; maintains confidentiality of work related issues and City information.
- Performs other duties as required or assigned.
- May be required to respond afterhours, including holidays and weekends, in the event of a departmental or City wide emergency.
- Cross-training in order to perform other duties and responsibilities.
- Substitutes at branches as needed.
- Driving is essential.

KNOWLEDGE AND SKILLS:

Knowledge:

- Ability to relate well with children and be comfortable working with children individually and in groups.
- Knowledge of authors, titles and reading interest of children.
- Knowledge of childhood development and learning stages.
- Knowledge of recreational and educational needs of children.
- Knowledge of library materials, services, and operations for children.
- Knowledge of emerging information and library technologies for children.
- City policies and procedures.
- Methods and procedures for developing and maintaining library collections.
- Library classification, cataloging and acquisition protocols.
- Policies, rules and regulations governing the conduct and safety of library programs and facilities.
- Customer service principles and practices.
- Knowledge of ALA principles and guidelines as they pertain to censorship and confidentiality.

Skill in:

- Delivering quality library children's programs and services to the community.
- Ability to exercise initiative, leadership and independent judgement.
- Ability to organize work, set priorities, use time effectively and meet deadlines.
- Ability to multi-task and work with frequent interruption.
- Ability to interact with people of varying personalities and ages in a variety of situations.
- Ability to analyze and creatively solve problems and resolve disputes and grievances.
- Flexible, adaptable and able to flourish in a changing environment.
- Managing and Coordinating municipal Library operations between multiple branches.
- Identifying library collection issues and developing suggestions for enhancements.
- Establishing and maintaining cooperative working relationships with City employees, officials and representatives from other local, state and federal agencies.
- Ability to learn and operate library automated system with high-degree of efficiency.
- Communicating effectively verbally and in writing.

MINIMUM QUALIFICATIONS:

Master's Degree in Library Science from an ALA accredited institution required; AND three years of professional public librarian experience, program management experience, experience with child development and children's library collections is required; OR an equivalent combination of education and experience.

LICENSE AND CERTIFICATION:

- Must possess a valid Texas Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The physical activities of this position include:
 - Balancing - Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
 - Stooping - Bending body downward and forward by bending spine at the waist.
 - Kneeling - Bending legs at knee to come to a rest on knee or knees.
 - Crouching - Bending the body downward and forward by bending leg and spine.
 - Crawling - Moving about on hands and knees or hands and feet.

- Reaching - Extending hand(s) and arm(s) in any direction.
- Standing - Particularly for sustained periods of time.
- Walking - Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing - Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling - Using upper extremities to exert force in order to drag, haul or tug objects in a sustained motion.
- Lifting - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Finger Dexterity - Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping - Applying pressure to an object with the fingers and palm.
- Feeling - Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing - Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.
- Repetitive motion - Substantial movements (motions) of the wrists, hands and/or fingers.
- The physical requirements of this position
 - Medium work. Exerting up to 50 pounds of force occasionally and/or up to 30 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
 - Must be able to push book carts up to 200 pounds.
- The visual acuity requirements including color, depth perception and field vision.
 - The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- The conditions the worker will be subject to in this position
 - Work is performed primarily in an office setting or well-lit, temperature-controlled working environment; with some travel from site to site.
 - The worker is required to function in narrow aisles or passageways.

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice.

Employees will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

Job Description Acknowledgement

I verify that I have received a copy of my job description by the signature below. As an employee of the City of Waco, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. From time to time, I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

Employee's Signature

Date

Employee's Printed Name

Employee Identification Number