



## Christian County Library Job Description

**Job Title:** Youth Programming Specialist

**FLSA Status:** Non-Exempt

**Location:** Sparta Community Library Branch, Sparta, MO

**Schedule:** Full Time, 40 hours/week, Monday-Friday occasional Saturdays

**Pay Scale:** \$15.00 - \$17.00

**Summary:** Responsible for implementing library programming and outreach for ages zero to eighteen and their families by performing the following duties.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Plans and presents youth programs on a regular basis for ages zero to eighteen.
2. Assists with the planning and implementation of annual library reading challenges, including the Summer Reading Challenge.
3. Records statistics of programs and evaluate for effectiveness.
4. Maintains knowledge of youth programming and literature trends.
5. Prepares booklist and promotional literature as assigned.
6. Attends regular professional development training opportunities.
7. Oversees an annual supply budget and make necessary purchases for programming.
8. Helps patrons locate materials, use the online catalog and other equipment, and provide readers' advisory services.
9. Monitors Youth Services areas, enforcing policy as needed.
10. Promotes youth programs while at the desk, including assisting patrons with registering for programs.
11. Creates timely and innovative displays and decorations for the children and teen areas.
12. Prepares passive activities for the children and teen areas of the library.
13. Assists with general upkeep of the children and teen collections, including but not limited to shelving, straightening, shifting, and weeding.
14. Conducts library tours for as requested.
15. Plans, promote, and provide outreach services for area schools, preschools, daycares and community organizations.
16. Represents the library at community outreach events.
17. Expands existing outreach location visits in service area.
18. Promotes the library to the community.
19. Works with the Outreach Department as needed.
20. Works to resolve patron or staff issues as they arise.
21. Counts the cash drawers, printer and copier monies, branch cash reconciliation.
22. Be the person in charge of the branch when needed.
23. Works with the Branch Manager in whatever capacity needed.
24. Checks out library materials to cardholders as set by library policies.
25. Checks-in returned materials and processing items appropriately.

26. Evaluates the condition of items upon return; Check audiovisual materials for all components; Assessing damage on items and charging people for damaged items.
27. Collects payments on overdue, damaged, lost items.
28. Issues receipts for monetary transactions.
29. Collects money for printout and copies.
30. Places holds for patrons.
31. Maintains library records.
32. Assists MOBIUS/ILL with processing items at the Ozark Branch.
33. Processes returned materials.
34. Effectively, timely, thorough, and respectful communication with co-workers in various forms such as, but not limited to: verbally (in person and on phone), written (day notebook, email, message on lockers, etc.), and other forms as dictated by the situation.
35. Effectively, timely, thorough, and respectful communication with Administration on the following topics.
36. Schedules requests; Vacation or PTO submitted in writing via an email 4 weeks in advance.
37. Absences, including whether or not employee is using leave for time missed.
38. Handles issues with a co-worker's performance.
39. Other topics not addressed here

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Basic computer skills-familiar with using internet, Microsoft Office Suite products, email, working knowledge or print, non-print, digital, and online information sources available from a wide variety of sources, including publishers, the Internet, and library and vendor-based systems. Ability to navigate the Google suite.

**Education/Experience:**

Bachelor's degree (B. A. / B. S.) from four-year college or university 60 hours of college or comparable (determined by Administration) work experience; and two to four years related experience and/or training; or equivalent combination of education and experience Experience working with children and teens.

### **Specialized Training:**

- 2-3 years' experience working in the Youth Services Department of a public library
- Experience planning and implementing programs for families, children, tweens, and teens in a public library

### **Certificates and Licenses:**

Valid Driver's License

### **Knowledge, Skills, and Other Abilities:**

- Customer service
- Respect: courteous, reliable, and dependable.
- Positive attitude
- Accountability
- Innovation and initiative
- Teamwork"
- Excellent people skills
- Reliable, responsible, dependable, honest, organized, quick learner
- Working knowledge of reader interest levels, book, authors, and reference sources.
- Working knowledge of automated library circulation systems and online databases.
- Ability to develop or demonstrate the necessary supervisory, decision-making, leadership, team-building, strategic, conflict resolution, and marketing skills.
- Ability to set priorities and coordinate multiple projects.
- Ability to successfully maintain performance of assigned duties and responsibilities to achieve the desired outcome.
- Ability to communicate effectively verbally, in writing, and by listening.
- Ability to interact in a positive, effective manner with supervisor, coworkers, director, and general public.
- Ability to perform with minimum of supervision, to work collaboratively in a team environment, and to demonstrate professional standards, good judgment, dependability, and timeliness in work environments.
- Ability to adapt to multiple demands and changing priorities, to learn, and be willing to embrace change. Remains flexible.
- Ability to present ideas and provide instruction. Comfortable with teaching and use of various forms of technology

### **Physical Demands:**

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.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands, reach with hands and arms, stoop, kneel, crouch or crawl, talk or hear, and taste or smell. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and ability to see color.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.