

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: Library Children's Services Specialist

Department: Library	FLSA Status: Non-Ex
Employee Group: AFSCME	Salary Grade: D
FTE Status: Full Time	Date: January 2019

GENERAL FUNCTION:

The Library Children's Services Specialist provides patron focused library service in response to the information needs of library users between the ages of 0-18. This position assists in program development and provides information and reference assistance to library patrons.

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

DUTIES AND RESPONSIBILITIES:

1. Contributes to a positive work environment
2. Assists Children and Youth Librarians on program development and event planning within the youth department.
3. Assists marketing efforts with library staff and work closely with patrons, presenters and community groups.
4. Maintains accurate records, collects statistics, tracks performance measures and prepares reports related to programs and events to include attendance, evaluation, costs, etc. as required by administration.
5. Staffs the Circulation, Youth Services and Information Desks on a regular rotation and when needed. Circulation duties including issuing cards, checking materials in and out, reserving books, collecting fines, and answering the phone. Promotes library collections, services, and programs.
6. Performs reference interviews and advises patrons about library materials. Responds to requests for information from patrons in the library, through email and

Library Children's Services Specialist

Job Description

Page 2 of 4

by phone or refers inquiries to appropriate Library staff. Performs duties required of daily library operations.

7. Serves on library teams as requested by the Library Director or Library Manager.
8. Performs special projects and other job related tasks that may be assigned by the Library Director or Library Manager.

SPECIFICATIONS:

1) Job Preparation:

a) Education:

The position requires a minimum of two (2) years of college level coursework in Education or Libraries specifically with childhood programs or early childhood education or related training or experience

b) Experience:

Three (3) to five (5) years of library experience required, with some experience at the Library Assistant I level.

c) Knowledge, Skills and Abilities:

1. Ability to relate to children and teens.
2. Ability to become familiar with the needs and interests of children and teens.
3. Ability to interact with and assist the public in a friendly and responsive manner.
4. Knowledge of computers, library technology, library databases, and catalogs programs likely to be used in libraries, including familiarity with the Internet, and word processing.
5. Ability to get in front of large groups and to maintain control of large numbers of people.
6. Good oral and written communication skills.
7. Strong organizational skills for a customer service oriented environment.
8. Ability to establish and maintain effective working relationships with co-workers and the public.

Library Children's Services Specialist

Job Description

Page 3 of 4

9. Other duties as assigned related to Library Assistant work.

2) Supervision:

a) Received: Performs work with limited supervision from a Library Manager or the Library Director.

b) Exercised: May act as lead worker to library staff and volunteers. This may include occasional scheduling, work assignment, and training.

3) Communication:

a) There may be contact with other City departments. This position has frequent and in-depth interaction with other staff members.

b) Contact with City residents is frequent. This will include facilitating programs, scheduling library facilities and arranging displays.

4) Cognitive Functions:

a) General library duties are governed by written policies, procedures and guidelines of the City, Library or the County Library (LINCC) District. This position provides input for the development of policies, procedures and systems within the assigned work area.

b) Innovation and creativity may be required to perform a variety of duties related to the position.

5) Working Conditions:

Work is in a Library environment. Work is generally performed at the West Linn Library. Some travel throughout community for events, outreach and meetings. The work is performed during regular library hours, which include weekends and evenings. Regular lifting of book boxes is required. The position involves intermittent sitting, standing and walking, bending, stooping, and reaching.

6) Resource Accountability:

Purchasing of materials in assigned subject areas within budget allocated by Library Director. All purchases are reviewed each month.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date