

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Youth Services Librarian</b>
<b>Class Code Number</b>	<b>3040</b>
<b>FLSA Designation</b>	<b>Non-Exempt</b>
<b>Pay Grade and Range</b>	<b>ASEA Bargaining Unit</b>
<b>Effective Date</b>	<b>September 2010</b>

### General Statement of Duties

Oversees the functions and operations of the Children's section of the Library; performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to develop, maintain and provide youth services for the City and Borough of Sitka through the Library. The work is performed under the direct supervision of the Library Director but considerable leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of employees in the class of Library Pages and volunteers. An employee in this class performs the duties of other employees in the Library as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, school officials, business and community groups and the public. The principal duties of this class are performed in a public Library environment. An employee in this class may perform any one or more or any additional duties as assigned.

### Examples of Essential Work (Illustrative Only)

- Plans, schedules, produces and publicizes activities for children and adults, including story hours, day care programs, Head Start, Reading Buddy programs, Parent Support programs, summer reading schedules and other related youth services;
- Coordinates activities with local schools to promote an interest in programs and disseminate information to the largest group of youth possible;
- Maintains a knowledge of reference services within the library and provides reference services to patrons on a wide variety of subjects and educational levels;
- Maintains a safe and secure library environment through monitoring patrons adherence to library procedures and guidelines and maintaining an awareness of all persons within the facility;
- Maintains and develops Library collections for children, including selecting and ordering quality age appropriate books and related materials;
- Monitors literary journals, reviews and related information sources to identify and select material which will be of interest and use to youth readers;

- Monitors use within the youth area of the Library for the purpose of ordering replacement titles to ensure a current and complete collection;
- Provides reader advisory services for children and adults and makes recommendations to patrons in locating age appropriate materials;
- Reviews new material as it arrives to determine which area of the library it should be located in;
- Analyzes and recommends policy development/changes as they relate to youth services;
- Develops and implements public relations campaigns of various forms, including coordination with schools and community groups, to solicit and maintain an interest level in Library youth services and reading development;
- Manages the budget for the Children's section of the Library;
- Provides information to other Library personnel in the function of the youth services section;
- Evaluates donated materials to determine if they warrant an addition to the collection;
- Solicits funds, promotes donations and compiles reports on all charitable activities involving youth services;
- Maintains data and compiles reports on all activities and functions within the youth services section of the Library;
- Provides direct services to Library patrons, including answering patron questions regarding the use of Library resources and general questions relating to a wide variety of academic and related areas;
- Explores all possible information sources for inquiring patrons, including all materials within the Library consortium of Sitka, other contributing Libraries in the inter-library loan program and other related sources as necessary;
- Checks books, videos, cassettes, CD's and other materials in and out of the Library, renews materials, places books on hold, notifies patrons the arrival of held books and collects overdue fines;
- Registers new patrons, including advising all individuals of the requirements for obtaining a Library card and the responsibilities entailed;
- Performs other duties of Library Assistants as necessary;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

<b>Required Knowledge, Skills and Abilities</b>
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- Comprehensive knowledge of youth services programs;
- Comprehensive knowledge of literature written for children and youth;
- Thorough knowledge of standard library practices and procedures;
- Thorough knowledge of equipment used in library operations, including microfilm, microfiche, video and related communications equipment, CD Rom, Library computer systems and Internet services;
- Ability to ascertain the needs of Library patrons and direct them to the needed resource within the Library or contact outside services to ensure all available information is obtainable to the patron;
- Ability to use child psychology or related skills to understand and interpret the interest of children;
- Ability in basic math computations and alphabetic filing systems;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;

- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from an accredited college or university with a Bachelor’s Degree in a related field, M.L.S. preferred; and
- Considerable experience using basic research techniques and library sciences directed at children’s and youth services; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

None

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to read books and patron requests;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to type and record library files;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to reshelve library materials.

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