

PIEDMONT REGIONAL LIBRARY SYSTEM

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

JOB TITLE: Assistant Manager / Youth Services Coordinator

SCHEDULE: May be assigned any hours, including evenings and weekends

JOB SUMMARY: The Assistant Manager is responsible for assisting the Library Manager in all aspects of library service. In the absence of the Library Manager, the Assistant Manager will assume responsibility for library operations and represent the library at meetings as needed. The Youth Services Coordinator guides and encourages children's, young adult, and family services in the library. This librarian also provides front-line support services for library patrons of all ages.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Designs, plans, implements and promotes children's programs, including storytime, crafts, and seasonal events
- Coordinates planning and implementation of Summer Reading, including identifying potential performers, designing and promoting programs, and selecting reading incentives
- Coordinates outreach programs and visits with schools and community organizations
- Collaborates with management in collection development duties, such as selecting materials for the children's collection and weeding damaged or outdated materials from the collection
- Supervises all aspects of Youth Services including supervision, training and evaluation of the Children's and Young Adult service staff.
- Assists in managing daily operations of a library location in cooperation with PRLS policies and procedures
- Helps supervise, train, and evaluate branch staff
- Cooperates with Library Manager in representing the Library to Board, Friends, and the public

Assists patrons in the public area of the library by:

- Registering patrons electronically and maintaining correct record in the patron database
- Suggesting and finding resources in the print collection
- Electronically checking out books and other materials to library patrons
- Instructing in the use of library electronic resources such as the PINES catalog and GALILEO
- Instructing in the use of public computers
- Instructing in the use of the photocopier, printer, and other equipment

Maintains a welcoming, organized, and vibrant environment for patrons by:

- Assisting with opening and closing procedures as assigned
- Checking shelves regularly to maintain order
- Keeping public areas neat and orderly
- Preparing displays

Contributes to the workflow of physical materials by:

- Electronically checking in books and other materials returned by patrons
- Receiving and processing books and other materials for patron requests
- Sorting and shelving books and other library materials

Develops professional skills by:

- Keeping up with current developments in the field
- Participating in in-house staff development opportunities
- Independently seeking opportunities to enhance job knowledge

May also:

- Research and apply for grants for programs, materials and services
- Assist with meeting room reservations
- Process passport applications

QUALIFICATIONS:

- Experience in working with children
- Knowledge of professional practices, theories, and procedures of public library management
- Commitment to providing highest levels of library service for all patrons
- Ability to direct, supervise, motivate and evaluate personnel in public service areas
- Aptitudes and skills in public library programming for all ages
- Skill in meeting and working effectively with the public
- Capable of reasonable self-direction
- Computer and Internet skills
- Oral and written communication skills
- Able to push loaded book trucks up to 100 pounds and carry stacks of books up to 35 pounds
- Able to stand and be on feet for several hours at a time
- Able to meet the schedule of the job including some evenings and weekends
- Knowledge of or ability to learn PINES automated library system
- Knowledge of or ability to learn the Dewey Decimal Classification System
- 4-year college degree required. Relevant experience in library and/or retail field preferred.
- Master's Degree in Library Science and/or library management and experience preferred.

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