

OSTERHOUT FREE LIBRARY
INFORMATION SERVICES YOUNG ADULT SPECIALIST
Job Description

SCOPE OF THE JOB:

1. This position reports to the Coordinator, Information Services.
2. Plans, promotes, and executes all programming for young adults ages 12-18.
3. Selects young adult material for the library collection.
4. Works cooperatively and communicates effectively with Department Coordinator and other library staff and/ or system/ district libraries when required.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Provides direct service to the public. Assists patrons at the information services desk and provides (to in-person, telephone, e-mail, virtual and fax patrons) information, reference, and readers' and A/V advisory utilizing print and electronic resources.
2. Works with Department Coordinator on short and long term planning within the Library's strategic plan.
3. Assists users in selecting and locating materials.
4. Is responsible for the library electronic gaming equipment.
5. Prepares updates for young adult page on library website.
6. Prepares news articles to promote young adult activities.
7. Oversees activities of Teen Advisory Board.
8. Prepares young adult displays, program flyers, and young adult area decorations.
9. Under the supervision of the Department Coordinator, seeks community partners to provide and conduct programs at the library.
10. Under the supervision of the Department Coordinator, plans, promotes, and conducts programs.
11. Visits public and private schools in library's service area.
12. Under the supervision of the Department Coordinator and Executive Director, provides community outreach by speaking to local schools, organizations, and businesses about library services including electronic resources including POWER library.
13. Prepares reading lists for young adults.
14. Represents the district library status of the Osterhout Free Library by answering questions, providing information or providing referrals to inquiring district staff.
15. Conducts tours and provides bibliographic instruction to groups and individuals both in and outside the library.
16. Keeps the young adult work area and Information Services area neat.
17. Orders supplies for the young adult department.
18. Selects all young adult material.
19. Supervises young adult area work-study students and volunteers.
20. Under the supervision of the Department Coordinator, performs inventory, collection development, shelf reading, and weeding of the collection.
21. Regular and consistent attendance.

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OTHER DUTIES OF THE JOB:

1. Covers the Youth Services and Circulation desk when needed.
2. Attends meetings, training seminars as required.
3. Meets the requirement of six Continuing Education credits every two years.
4. In the absence of the Executive Director and in order of seniority, is the person in charge of the library.
5. Performs duties as assigned by management.

WORKING CONDITIONS:

1. Full-time position, 37 hours per week. Evenings and Saturdays required on a flexible schedule which varies from week to week.
2. Workspace is shared with other library staff.
3. Usually works in environment with considerable public and staff contact and rapid turn-over at service desk.
4. May interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

PHYSICAL/MENTAL CONDITONS:

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting and reaching to carry out essential duties of the job.
3. Coordinated movements of fingers/hand; and simple movements of feet/legs and torso.
4. Medium work; with occasional lifting/carrying objects with weights of twenty to forty pounds, and pushing book carts of up to 150 pounds. Retrieves and/or shelves objects weighing 5 to 20 pounds from all shelving levels.
5. Sometimes works in bookstack areas where there is exposure to dust, newsprint, etc.
6. Sometimes works with equipment and performs procedures where carelessness may result in minor cuts, bruises, or muscle strain.
7. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS:

A. EDUCATION/TRAINING:

Masters degree in library or information science from an ALA-accredited institution and/or certification as public librarian in Pennsylvania or Bachelor's degree.

B. WORK EXPERIENCE:

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Experience in relevant library work.

C. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of the job
2. Must possess the ability to communicate effectively and have skill in interpersonal communication. Must possess the ability to technical writing for procedures, proposals, reports, etc.
3. Must possess the ability to establish and maintain effective working relationships with the Executive Director, Department Coordinator, district library staff, other library staff members, volunteers, sales representatives, community officials, agency representatives, and the public. Must possess the ability to work in the library's team setting and have a willingness to assist and support coworkers, contribute ideas, and maintain flexibility. Must possess the ability to adapt to a rapidly changing environment.
4. Must have extensive knowledge of young adult materials.
5. Must be able to work well with teens, both individually and in small groups, as well as the ability to deal effectively with parents, teachers, and school administrators.
6. Must have skill in managing departmental workflow, including ability to identity, negotiate, establish, communicate, and apply priorities. Skill in performing and supervising routine and non-routine procedures involving many steps. Ability to give and follow complex written and/or verbal instructions and to pay close attention to detail. Willingness to provide professional and managerial support to supervisor. Ability to accept delegation and to work under general supervisory direction.
7. Must have initiative and resourcefulness to take acceptable risks, make appropriate decisions, and exercise proper authority. Ability to present clear explanations of established policies and procedures. Ability to think and act appropriately under pressure. Willingness and ability to grant logical exceptions to policies and procedures when warranted. Willingness to maintain confidentiality when appropriate and to be held accountable.
8. Must have the ability to provide courteous and timely public service to patrons of various ages, interests, backgrounds, and levels of library expertise. Ability to conduct a reference interview to determine patron needs. Capacity to be easily understood on voice telephone. Knowledge of popular authors and subject areas to facilitate patron question negotiation. Knowledge of reference tools, methodologies, and philosophy. Ability to provide instruction and encouragement in use of library resources to patrons individually and in groups.
9. Must have the understanding of collection development tools and theory and knowledge of publishers, popular authors and subject areas to facilitate collection development. Possess a willingness and ability to understand and contribute to on-going development of young adult collection philosophy.

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10. Must possess the ability to interact effectively with the Library's automated systems and have skill in using personal computers and related software. Must have basic knowledge of database, spreadsheet and word processing software programs. Must possess the ability to instruct others in use of a variety of computer programs. Knowledge of or ability to quickly learn Library's current software programs as these apply to job responsibilities. Ability to operate other office equipment with accuracy and reasonable speed.
11. Must possess the ability to troubleshoot computer and other equipment problems.
12. Must possess knowledge of electronic resources including the Internet.
13. Must possess a valid Pennsylvania driver's license and have one's own vehicle.
14. Must be able to produce required reports, printouts, and data as needed by the Department Coordinator.
15. Must present a neat personal appearance in accordance with the library dress code.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF INFORMATION SERVICES- PART TIME FOR THE OSTERHOUT FREE LIBRARY AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

(Signature of Employee)

(Date)

(Signature of Supervisor)

(Date)

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