



**Niles Public
Library District**

Job Description

Job Title: Librarian—Program Coordinator
Department: Youth Services
Reports To: Youth Services Supervisor
Classification: Grade 4
Status: Non-exempt

JOB SUMMARY

Under the direction and supervision of the Youth Services Supervisor, the Youth Services Librarian performs professional library work. The work includes selecting library materials, and performing Readers' Advisory and Reference services for children from birth through grade 8, their parents, teachers, and other interested adults. The Youth Services Program Coordinator oversees the complete schedule of programs offered in the Youth Services Department.

DUTIES AND RESPONSIBILITIES

A. Essential Functions

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Achieves the level of computer and technological proficiency needed to perform job responsibilities.
5. Demonstrates a patron-centered attitude.
6. Orders and maintains assigned areas of the Youth Services materials collection. This may include print, audiovisual, online, and other materials.
7. Coordinates all Youth Services programs, keeping accurate records of programs and performers, tracking expenses, and overseeing publicity.
8. Plans, prepares, and executes with the assistance of the Youth Services Librarians a variety of developmentally appropriate programs, and coordinates the Summer Reading game and its associated programs.
9. Responsible for booking outside performers and making sure all related paperwork is complete and accurate.
10. Provides Reference and Readers' Advisory service for all formats to patrons at the public service desk, by phone, and electronically.
11. Provides instruction to patrons formally and informally on using the Library's online catalog, MS Office products, and our child-appropriate databases and online resources.
12. Plans and conducts in-house tours for visiting groups.
13. Accurately records statistics.
14. Plans and maintains displays.
15. Prepares bibliographies and other written material for public use.
16. May visit schools and other places in the community for public speaking.

17. May write articles for publication.
18. May represent the Library at community functions.
19. May oversee volunteers of all ages.
20. Monitors the Youth Services Department for safety and appropriate behavior.
21. Available to work a flexible schedule that includes evenings and weekends.
22. Attends staff meetings, conferences, and educational opportunities as appropriate to the position and within the budget.

B. Secondary Functions

1. Performs other duties as assigned by the Youth Services Supervisor.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.
3. Ability to organize, prepare, and present information in English, both verbally and in written form.
4. Has excellent organizational and reporting skills.
5. Ability to demonstrate basic computer skills using Microsoft Office products.
6. Ability to be flexible and adaptable to new situations.
7. Ability to troubleshoot.
8. Ability to represent the Library in a professional manner.

PHYSICAL DEMANDS

1. Work includes prolonged sitting, as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required.
2. Ability to occasionally lift up to 25 pounds. Ability to occasionally transport/move up to 100 pounds of library materials.
3. Must park in designated areas.
4. Reasonable accommodations to these requirements will be made as needed.

EDUCATION, EXPERIENCE, AND TRAINING

1. Master's Degree in Library Science from an ALA-accredited institution.
2. In-depth knowledge of children's literature and resources for ages birth to 14.
3. Knowledge of child development.
4. Experience working with children.

ADDITIONAL REQUIREMENTS

1. If not a U.S. citizen, has a valid work permit.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

The Niles Public Library District is an at-will employer. This means that employment can be terminated at-will by the Library or employee and such termination can be made with or without notice.