

Job Description

Case-Halstead Public Library

Job Title: Youth Services Assistant

General Duties:

Supervises the daily operations of the Youth Services Department. Performs Collection Development for the department and in consultation with the Library Director, develops programs appropriate for youth appropriate to the local community. Supervises library staff in the absence of the library director and fills in at the Circulation Desk as needed.

Specific Duties:

-Manages daily operations of the Youth Department. Performs Collection Development for the department.

-Plans, implements and evaluates library programs and services which fulfill the diverse educational, recreational and personal needs of the local youth.

-Conducts regular community needs assessments to identify youth needs in the local service area and implements programming to suit those needs.

-Supervises the library in the absence of the library director. Performs basic reference duties with an emphasis on reader's advisory and assistance with the public computers when required.

-Provides prompt, courteous and direct assistance to patrons with basic information regarding use of library materials, equipment and services.

-Ensures the library's collections include relevant print and digital resources aimed at the specific interests and needs of the youth in the community.

-Adopts a connected learning approach to presenting programs, classes and events for and with youth so that they educate, inform and inspire.

-Develops and maintains effective relationships with schools, community groups, agencies and non-profits that target youth in order to plan and deliver programs and services that meet local youth needs and interests.

-Attends and participates in local, regional, state and Illinois Heartland workshops and conferences to keep abreast of youth services in other libraries.

-Works evenings and Saturdays as necessary for programming purposes.

-Other duties as assigned.

Responsibilities:

Ability to apply technical knowledge.

Knowledge of basic business work platforms, including but not limited to Microsoft Office Suite programs.

Ability to comprehend and follow instructions and effectively follow instructions from the Library Director both verbally and in written form.

Effective communication skills both verbally and in written form.

Education and Requirements:

Professional background in working with youth required. Professional experience in setting priorities and meeting deadlines required. Bachelor's Degree strongly preferred. Supervisory experience preferred. Experience in working with an Integrated Library System preferred.

Special Requirements:

Must be able to work in confined spaces.

Keyboarding, typing, writing, filing, shelving and processing.

Lifting and carrying 25 lbs. or less, sitting, standing, stooping, kneeling and crouching.

Mobility to travel to meetings outside the library.

