

## Youth Services Specialist

### Summary of Position:

Responsible for all aspects of library services to children and young adults under the supervision of the Library Director. Develops appropriate collection of library materials for children and young adults and plans and coordinates programs/events for children and young adults. Performs all other circulation and reference duties including operating circulation software, checking materials in and out, setting up patron accounts, making copies, sending faxes, and assisting patrons with computer help, as well.

The Youth Services Specialist will have the opportunity to work in the one of the fastest growing cities in North Texas. Our population will double by the end of 2020 and double again by the following year. A new library is in our not too distant future and we need your help to keep small town service while building a first class library.

*We offer paid medical, vision, and dental and cover 50% of dependents.*

### Education/Training/Experience

Bachelor's degree or higher

Preferred experience in public library or book store

Preferred classroom/teaching experience

### Essential Job Functions:

- Demonstrated knowledge of and experience in programming, outreach, information services and collection development.
- Ability to plan, initiate, and conduct a variety of programs and activities to promote the use of the library, and translate adult, teen, and children's needs and interests into effective library services and programs.
- With guidance and approval from Library Director, establish and maintain excellent relationships with community partners, including but not limited to schools and other non-profits to provide programs and services.
- Ability to establish and maintain positive working relationships with supervisors, other personnel and general public.
- Knowledge of current trends in library services, literature, and other materials for all ages.
- Knowledge and skill in the use of troubleshooting computers.
- Good working knowledge of social media platforms such as Facebook, Instagram, and Twitter.
- Skills coordinating and managing multiple projects and assignments.
- Self-motivated; possess ability to establish and meet deadlines.

### Other Skills & Abilities

- Excellent customer service skills and ability to work with the public
- Assist the public by telephone, computer, or in person with basic reference and directional questions
- Operate circulation software, performing circulation duties including check in, check out, establishing patron accounts, and accepting funds for fines, faxes, prints, and copies as needed.

- Ability to provide computer assistance to the public attaching files, handling thumb drives, creating Power Point documents, Word documents, pdf documents, and creating email accounts.
- Attend staff meeting and training opportunities as required.
- Perform opening and closing duties including turning equipment and computers on/off, reconciling cash accounts, and reporting facilities issues to supervising library staff.
- Demonstrate willingness to perform duties in a team environment.
- Ability to sort items in alphabetical and numerical order and knowledge of Dewey Decimal classification system.
- Have flexibility to work periodic evening and monthly Saturdays as needed.
- Possess ability to use variety of office machines, including telephones, computers, fax, scanners, printers, and copiers.
- Comprehend and contribute to the City of Van Alstyne's culture of Servant Leadership.