

LIBRARY SERVICES SPECIALIST

Position Code: 1920

WC Code: 9101

FLSA Status: Non-Exempt

Pay Grade: 346

Location: Library

Approval Date: 2019

General Statement of Duties

Performs specialized paraprofessional work in planning and coordinating library work.

Distinguishing Features of the Class

An employee in this class plans, promotes, coordinates and provides specialized youth and adult services in the library and on outreach basis. Work includes scheduling of activities, coordination and training a full time staff member and volunteers involved in the program, shelving, displays, and assisting patrons with computer use. Work is performed in accordance with state program guidelines and requirements. Work requires accuracy, judgment, tact and diplomacy in dealing with the public. Work is performed under the daily professional supervision of a Librarian and is evaluated through daily observation, discussions, reports, quality and quantity of services delivered.

Duties and Responsibilities

Plans and schedules library activities and events; coordinates materials and activities.

Seeks donations to support awards in various programs such as the summer reading program; sends letters in community organizations and businesses that usually support library efforts and makes request for donations.

Prepares pamphlets and articles to promote programs; prepares press releases and send to local newspapers; and give tours of the library.

May conduct outreach activities; visits and sends pamphlets to schools, day care centers and YMCA.

May plan and lead activities for teenagers such as teen book talk for 7th and 8th graders according to the state guidelines; reads the books and leads discussion groups on the books.

May supervise Library Associates, volunteers and occasional community service workers in materials preparations, shelving and straightening books.

Decorates bulletin boards; plans and creates displays, materials, etc.

Troubleshoots computer problems.

Shelves and straightens books; assists patrons with selection; assists youth and adults with reference search and shows patrons how to use the computer.

May serve in the absence of the Division Head; answers staff questions and resolves problems within established library procedures and policies.

Performs duties of the Library Associates at the circulation desk approximately 5% to 10% of the time.

May prepare Library Associates weekly schedule and ensures the Department is staffed at all times.

May assist in the reconciliation of daily cash receipts from the cash register and the CBAs; troubleshoots errors.

Performs additional duties as needed.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of books materials, equipment and resources in the youth and adult areas.

Considerable knowledge of the operation of a modern public library and practices of library science including the classification of books.

Some knowledge of personal computer operation and prefer knowledge of library software and use of the Internet; ability to type.

Ability to relate to and work with youth and adults.

Ability to research and provide reference assistance.

Ability to supervise and train staff, community service workers and volunteers.

Ability to plan and coordinate successful library programs and services.

Ability to communicate effectively in oral and written forms.

Ability to establish and maintain effective working relationships with other employees, volunteers, officials and the general public.

Physical Requirements

Must be able to perform the basic life operational skills of climbing, stooping, kneeling, crouching, reaching, standing, pushing, pulling, lifting, fingering, grasping, talking, hearing and repetitive motions.

Must be able to perform moderate work, exerting up to 40 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, extensive reading for visual inspection of books and materials at distances close to the eyes and use of measurement devices.

Minimum Education and Experience

Bachelor's Degree and three to five years of clerical and library experience; or an equivalent combination of education and experience.