



COALINGA-HURON LIBRARY DISTRICT
Job Description
YOUNG ADULT SERVICES SPECIALIST (1.0 FTE)
COALINGA LIBRARY BRANCH

POSITION SUMMARY

The Young Adult Services Specialist develops exciting programs and services for young adults. This includes planning, organizing, and occasionally leading programs both inside the library and at venues around the community. The Young Adult Services Specialist also provides outreach to young adults, including offering programs wherever young adults congregate. The Young Adult Services Specialist selects books, magazines, newspapers, audiovisual materials, online services, software, etc. for Young Adult Services.

This position reports to the Director of Library Services.

SALARY SCHEDULE: Specialist I: Range \$3,048.58 to \$3,789.53

KNOWLEDGE, SKILLS AND ABILITY

This job requires basic typing and computer skills. Ability to perform standard library computer functions, operate a variety of standard office and library machines and learn media/computer operations. The ability to follow written and oral instructions, learning Dewey Decimal system, automated circulation system, and library circulation policies and procedures. Shall identify reading trends among young adult patrons. Has knowledge of current trends in library programming and outreach for young adults. Possesses a solid general education and is especially familiar with young adult literature and resources.

Bilingual-Spanish preferred.

WORKING CONDITIONS

- A. Requires working weekends and/or evenings.
- B. Requires ability to use physical strength and agility on a continual basis, including lifting objects frequently weighing up to 30 pounds, and may require constant standing.
- C. Position requires attendance at meetings outside of the district.

ESSENTIAL JOB FUNCTIONS

Displays effective communication skills during extensive public contact, promotes customer satisfaction through friendly, efficient service and resolves customer complaints effectively. Also is able to establish and maintain effective interpersonal relationships with staff and display team spirit. coordinating special division activities; marketing and communication. Knowledge of basic library materials, policies and procedures; ability to apply principles of library administration to resolve practical problems; ability to acquire a working knowledge of regulations and procedures pertaining to library responsibilities; knowledge of Young Adult literature, library reference methods and procedures, and school reading programs; ability to develop public relations materials, including newsletters and posters.

DUTIES AND RESPONSIBILITIES

- ❖ Provides individual instruction in the use of library services and facilities, including search of catalog files, use of reference sources, and related information.
- ❖ Assists patrons in locating materials and information for research or study projects.
- ❖ Prepares displays, posters, bulletins, and newsletters to promote use of the library and facilities.
- ❖ Coordinates purchase or ordering of books and materials; participates in inventory of books and materials.
- ❖ In the absence of Library Staff, may reserve, shelve, and maintain library materials as needed.
- ❖ Responds to telephone inquiries about library programs and services. Answers reference questions and needed.
- ❖ Participates in short term and long-range planning of young adult programming.
- ❖ Comprehensive knowledge of young adult library resources: print, non-print, and electronic.
- ❖ Solid knowledge of current trends and developments in the library profession and in Young Adult Services.
- ❖ Responsible for planning the Young Adult Services materials budget annually with the Director.
- ❖ Examines professional publications and other sources for selection of books, periodicals, and other materials to be added to collection.
- ❖ Keep current in aspects of collection development by attending appropriate live and online professional development opportunities and reading professional level communications.
- ❖ Maintain accurate financial records for materials expenditures.
- ❖ Prepares reports for the Director of Library Services.
- ❖ Ability to initiate, organize, and follow through on programs, services, and projects.
- ❖ Assists patrons in locating materials.
- ❖ Informs users of new acquisitions.
- ❖ Evaluates gifts (donation) materials to determine if they should be added and routes to cataloging for proper dispersal.
- ❖ Travel to attend meetings, webinars and collection development workshops and conferences as assigned.
- ❖ Prepares displays, posters, bulletins, and flyers to promote use of the library and facilities.
- ❖ Performs all circulation desk duties using computerized system including checking materials in and out, renewing and reserving materials, processing interlibrary loans, issuing new patron cards, and updating current patron cards.
- ❖ Performs all opening/closing procedures in work area/public areas as outlined.
- ❖ Responsible for weeding Young Adult Services collection semi-annually.
- ❖ Responsible for planning the Young Adult Services materials budget annually with the Director.
- ❖ Establish and maintain orderly conduct that is conducive to the use and enjoyment of all library patrons.

- ❖ Ability to work under stress from deadlines, public contact, and changing priorities, and conditions.
- ❖ Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. AA degree preferred; or
2. At least one year experience in a public library setting, which can include internships or work as a substitute, required.
3. Requires a combination of education and experience equivalent to an Associate's Degree or specialized courses/training equivalent to satisfactory completion of two years of college in business, liberal arts, or closely related field and two years customer service experience or closely related experience.
4. At least one-year previous experience working with young adults.
5. Valid California Drivers' License, or alternative means of transportation, are required.

Disclaimer: The information provided in this job description is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, and requirements.

Board Approved
TBA