

## **Coffeyville Public Library Position Description**

**Title:** Young Adult / Programming Librarian

**Reports to:** Library Director

**General Summary:** Assists teens and adults with reference, reader's advisory, programming and circulation.

### **Young Adult Duties and Responsibilities:**

- Provides consistent and friendly service to patrons and other staff
- Answers reference and reader advisory questions, assists patrons in locating materials, instructs patrons in the use of library materials and online catalog
- Insures that patrons receive results to their satisfaction
- Performs circulation duties in an accurate and timely manner
- Provides computer support and limited troubleshooting for patrons using public computers
- Understands and enforces the library policies and procedures while safeguarding confidential and restricted information
- Facilitates/teaches classes, programs and/or workshops for teens during the school year and the summer both on and off site
- Recommends materials for the collection and participates in collection evaluation and maintenance including inventory and weeding
- Keeps informed of current information and trends at the local and regional library level
- Keeps informed of current information and trends in library services to teens
- Performs other duties as requested by the Library Director

### **Programming Duties and Responsibilities:**

- Same as above with the addition of:
- Facilitates/teaches classes, programs and/or workshops for adults year round
- Assists Library Director with promoting all programs, activities and information for the library through various media outlets
- Writes the monthly newsletter for the library
- Keep accurate of statistics and records for grants or surveys

### **Knowledge, Skills and Abilities:**

- Strong interpersonal skills for dealing with other employees, library patrons and other outside contacts in a tactful and professional manner
- Ability to communicate effectively, both written and verbally, with staff and the public
- Ability to empathize and relate to the needs of all patrons especially teens

- Knowledge of reference and reader's advisory principles, practices and technology
- Ability to plan and implement a budget for library programs
- Knowledge of grant writing processes
- Ability to use a variety of office equipment
- Ability to use library automated system
- Knowledge of library services and procedures
- Knowledge and ability to use numerous social media platforms
- Knowledge of teen behavior

**Qualifications:**

- Valid driver's license
- Minimum of 20 college hours.
- Bachelor's degree or MLS degree preferred
- 2 years library experience preferred
- Experience in working with teens preferred

**Working Conditions:**

- Normal library working conditions
- Periodic reaching, stooping and bending
- Regular use of computer and associated eye strain and fatigue
- Lifting and carrying 50 pounds or less

**Hours:**

- 40 hours per week, flexibility in hours worked, involves some evening and weekend hours
- This position is hourly, non-exempt

**Benefits:**

- Health and dental insurance
- Vacation and sick leave and paid holidays
- KPERs retirement

**Salary:**

- \$9.00-\$11.00/hour, DOQ

Send Resume and Cover Letter to:

Lee Ann Stein

Coffeyville Public Library

311 W 10<sup>th</sup> St

Coffeyville, KS 67337

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