

Library Services Children's Coordinator

Classified Full Time 36-40hr per week

Available Monday – Saturday

Education/Experience

- *High School Diploma or GED required, Relevant college degree preferred*
- *Previous library work or other related experience*
- *Experience with Microsoft Office*
- *Willing and able to pursue library certification*

- **Nature of work:** Performs specialized public service desk duties, extensive collection development duties, committee/project obligations as needed, some light supervisory duties, and coordination of programming activities. Work under minimal supervision with a large degree of independent judgment and action. Develops and implements the library programs with services to children and caregivers, which encourage reading, viewing, and listening skills and the use of the library facilities and materials.

Job Duties:

- Must present library based and literacy programming to a wide variety of audiences and digital audiences.
- Reflect an entrepreneurial attitude to empower and motivate our community youth
- Ability to be flexible, adaptable, and flourish in a changing innovative environment
- Ability to work with minimal supervision.
- Understanding of child development and early literacy skills
- Promote and nurture the love of reading
- Introduce students to the latest electronic resources
- Collaborate with other educators and build programs to link the library to community groups
- Choose resources to enhance and develop the library collection
- Design and provide engaging activities that help young people develop their creativity, interests, and talents
- Attend conferences and continuing education classes.
- Plan and participate in children/teen programs, as well as, other activities for the library.
- Performs related work as required and assigned for the efficient and effective operation of the library
- Update and manage marketing outlets such as social media and website
- Any other duties as assigned by the Director

Library Service Responsibilities

- Assists patron in the use of library materials and services, including basic reference and readers' advisory services, in person and by phone

- Uses the library's automated system to check materials in/out, process holds and interlibrary loans, register new cardholders, collect fines/fees, and answer inquiries
- Assists customers with the use of library equipment, including but not limited to the online catalog and public computers
- Perform data entry tasks including entering cardholder registration, library databases updates
- Performs activities related to the retrieval of overdue materials, including preparing/sending notices, checking shelves, and responding to questions about overdue notices
- Carries out opening and closing routines including cash drawer
- Catalogs some library materials under the supervision of the Cataloging Specialist
- Provides knowledgeable assistance to local history and genealogy researchers
- Performs duties related to rotating collections, collection maintenance, and physical processing of materials
- Plan and participate in children/teen programs, as well as, other activities for the library.
- Performs related work as required and assigned for the efficient and effective operation of the library
- Assists in keeping library clean and neat
- Knowledge of and commitment to excellent patron service
- Ability to work effectively despite frequent interruptions
- Ability to handle patron relations and challenges objectively
- Good interpersonal and communication skills, in person, by phone, and online
- Skilled at working cooperatively and collaboratively with customers and staff to achieve results
- General knowledge of the library's services and materials
- Ability to understand and follow oral and written instructions
- Ability to see, read, and understand catalog records and to apply the information they contain
- Ability to operate and perform routine maintenance on equipment including the telephone, FAX, copier, printer, and other office equipment.
- Flexible, adaptable, and able to flourish in a changing environment
- Dependable, motivated self-starter able to work a flexible schedule, including evenings and weekends
- Ability to obtain and secure library certification
- Any other duties as assigned by the Director

Physical Demands:

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library

materials required. Ability to communicate orally and in writing effectively Work extensive hours at the computer screen. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the workday. Ability to do repetitive tasks with speed and accuracy. Employee may need to carry, push, pull, or lift up to 30 pounds. Proper lifting techniques required. Push and pull fully loaded 50-100 pound book trucks, Ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines.

NOTE: This job description does not necessarily reflect all aspects of the job function. The job description is not a contract between the Library and the employee. The Jackson County Public Library is an at will employer. The job description duties may be changed at the discretion of the Library and/or the Library may request the employee to perform duties that are not listed on the job description.

Additional Comments

Jackson County/McKee is located 50 miles southeast of Lexington and the library serves approximately 13,494 people.

Salary Based on experience and qualification

Benefits Paid holidays, vacation and sick leave.

Optional health and retirement plans.

Application Procedure Please send your application, cover letter and resume, listing your qualifications for this position and at least three professional references

Jackson County Public Library

Ashley Wagers

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McKee, KY 40447

606-287-8113

The Jackson County Public Library is an equal opportunity employer. No person will be denied employment on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, physical or mental ability, veteran status, military obligations, and marital status.