Fort Scott Public Library

Youth/ Tech Services Specialist

Job Description

**Overview of Job:** This position is responsible for all aspects of library service for children, teens, and technology. Due to the nature of this position, considerable initiative and creativity are necessary. The schedule may include evening and weekend hours. A bachelor's degree or vast field experience is required for this job. Pay Range $28,000 – $45,000 Sick Leave, Vacation, Personal time off, Kansas Public Employees Retirement System (KPERS) contributions. This is a full-time 40-hour position.

**Authority:** Supervises the Youth’s Library Assistant.

**Job Duties and Responsibilities:**

1. Administers a yearly materials and programming budget for children/teens in consultation with the director.
2. With the library director, follow a collection development policy for children’s and teen materials, including acquiring new materials and removing or discarding unneeded and unwanted items.
3. Catalog and classify library material by standard cataloging practice and SEKLS standards.
4. Plans, schedules, and coordinates regular and special programs for preschool, elementary children and teens.
5. Participates in the statewide summer reading program for children and teens.
6. Maintains public interest and promotes a favorable image of the library through outreach to area schools, preschools, and daycare facilities and developing book displays and other art forms in the children’s area.
7. Creates and distributes publicity fliers for the children’s and teen programs.
8. Directly assists patrons with general collection orientation, materials selection, and instruction in independent search methods.
9. Educates and instructs children, teens, and parents on how to use the Internet and other computer programs available at the library and on the Internet.
10. Create Google Docs, forms, sheets, and slides as needed.
11. Helps manage the library’s website and social media accounts daily with the director.
12. Maintain the library’s Google Calendar with the director as part of website maintenance.
13. Spearhead new library technology with the director, including STEAM programming for all ages.
14. Create attractive banners and fliers.
15. Maintains program statistics and submits monthly reports to the Director.
16. Works at the circulation desks as needed. Is available for evening and weekend rotations and as needed for programming and emergencies.
17. Performs other library-related tasks as assigned by the Director.

**Job Requirements:**

1. Knowledge of methods and practices used in public libraries.
2. An appreciation and knowledge of children’s literature.
3. A genuine fondness for children and commitment to enriching their lives.
4. Knowledgeable of teens' developmental, recreational, and educational needs.
5. Ability to form and maintain good relationships with children, parents, educators, and the public.
6. Commitment to continuous learning and staying current with emerging technologies, including digital media.
7. Ability to prioritize tasks and see projects through to completion.
8. Ability to establish and maintain effective relationships with co-workers.
9. Attend and participate in monthly staff meetings and yearly inservice.
10. Desire for continued training and education in the field.
11. Work with the director on the development and vision for the library.

**Essential Physical Requirements:**

1. Routinely use a computer, keyboard, and mouse.
2. Frequently lifts and moves materials weighing up to 30 lbs. and pushes a book cart weighing 50+.
3. Frequently using a ladder or step stool.
4. Frequently stooping or bending. Ability to read lower shelves while squatting or sitting on the floor.
5. Frequently standing or sitting for long periods.
6. Regularly reading library materials in the children’s/teen area.
7. Regularly moving around the library facility.
8. Regularly using and answering the library’s telephone and other office equipment.
9. Need to provide own transportation.
10. Frequently driving to local schools or professional development and training days.
11. Ability to report to work on time.

**Accountability:** Responsible to the Library Director for the performance of duties and responsibilities.