

Joseph T. Simpson Public Library
Young Adult Programmer Job Description
Adopted November 22, 2016
Reviewed June 11, 2019

Summary of Responsibilities

Part Time. Non-exempt. Includes daytime, evening, Saturday and Sunday hours. Hours subject to change. Performs all aspects of library services to young adults including programming, planning, Summer Learning Program, publicity and promotion, school and outreach visits, and young adult collection development.

Education

Bachelor's or Master's degree in education preferred or relevant experience. Public library experience preferred.

Immediate Supervisor

Executive Director

Required Knowledge, Skills, and Abilities

1. Current knowledge of Internet, and online resources.
2. Strong public service attitude and ability to relate and communicate with children, young adults, and adults.
3. Excellent interpersonal skills.
4. Ability to communicate effectively both orally and in writing.
5. Ability to use current editions of Word, Excel and other office software.
6. Ability to deal with the public in a courteous, friendly, and informative manner both in person and on the telephone.
7. Ability to understand and adhere to library policies and procedures.
8. Ability to organize materials, establish priorities and work with others in planning, implementing and evaluating library service.
9. Ability to provide effective and quality library service in accordance with the library's customer service philosophy.
10. Ability to work independently as well as collaboratively in a rapidly changing environment.
11. Ability to multitask ongoing projects and meet established deadlines.
12. Willing to continually learn new technologies.

Essential Duties and Functions

1. Performs all aspects of library services to young adults including programming, planning, Summer Learning, and young adult collection development including selection and weeding of materials.
2. Creates an environment that attracts and invites young adults to use the library and the library's materials collection.
3. Demonstrates a knowledge and appreciation of literature for young adults.

4. Plans, organizes, implements, promotes, publicizes, and evaluates a wide variety of programs and activities, both in the library and in the community, for young adults, based on their needs and interests.
5. Develops assessment tools to measure program outcomes and regularly conducts program evaluations.
6. Visits and/or contacts area schools to promote young adult programs and cooperation with school librarians and teachers.
7. Involves young adults in planning and implementing services for their age group.
8. Works as a liaison with the schools and other organizations to encourage young adults to use the library.
9. Monitors the behavior and conduct of library patrons and handles problems as they arise.
10. Prepares monthly and statistical reports.
11. Meets monthly with the executive director to discuss projects and priorities.
12. Attends the Cumberland County Library System Teen Networking Team committee meetings.
13. Speaks to groups about the value and services of libraries.
14. Promotes library services and activities to facilitate use by the community.
15. Ability to type and use computer equipment and photocopiers.
16. Has visual acuity to use research tools in print and in computerized formats.
17. Interprets and enforces library policies.
18. Attends staff meetings and continuing education programs or courses.
19. The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

Working Conditions and Physical Demands

1. Physical requirements include ability to move around the facility, walk, sit, bend, climb, kneel, stoop, lift and carry. Must be able to stand for at least 4 hours at a time.
2. Must be physically capable of handling books, magazines, and other library materials; of placing materials on carts; pushing carts; shelving and retrieving materials on both high and low shelves; emptying book drop.
3. Use hand and finger motion with enough manual dexterity to use computers and handle library items.
4. Duties are performed in surroundings where undesirable physical conditions and hazards are minor and controllable.

Employment Clearances

Must have FBI criminal history, Pennsylvania Child Abuse, and Pennsylvania State Police Criminal History clearances that qualify the individual for employment as outlined in the library system's Employee Clearances policy.