

# **YOUTH SERVICES SPECIALIST**

**(Range 114)**

## **DEFINITION**

This position is primarily responsible for providing administrative support in the delivery of youth services programs and initiatives.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction and supervision from the Youth Services Manager.

## **RESPONSIBILITIES:**

**Essential and marginal functions and responsibilities may include, but are not limited to the following:**

1. Supports the overall mission of the Library District by providing exceptional internal and external customer service to promote a positive library experience.
2. Assists Library District staff and community partners in the planning of youth programs and special events.
3. Collects statistics from programs and events occurring within Youth Services and prepares reports.
4. Ensures that the calendar of programs, activities and events for the Youth Services Administration Department is maintained and submitted for print and online distribution.
5. Represents Youth Services at Branding and Marketing meetings as required. Prepares promotional materials and Public Relations programming activity requests which may include writing draft copy and proofing submitted materials. Engages with social media platforms and staff to effectively promote Youth Services programs.
6. Develops, prepares, completes, and proofreads a variety of correspondence, memos, agendas, minutes, reports, forms, documents, contracts, and other paperwork for the Library District, community partners, and contracted guests.
7. Assists the Youth Services Manager in administering the Youth Services Department budget.
8. Assists the Youth Services Manager to train Youth Services staff on Library District initiatives and emerging trends.
9. Serves as a Youth Services Department liaison between the Youth Services Manager and other Library District departments, community partners, and Youth Services committees and teams. Participates in all Youth Services committee and team meetings.

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10. Maintains the reservation database for rotating program equipment and coordinates the pick-up and/or delivery of items with Library District staff.
11. Creates database files and then inputs/retrieves data for special projects to assist the Youth Services department.
12. Distributes or delivers Youth Services marketing materials throughout the Library District and community.
13. Schedules meetings, locations, travel itineraries, equipment repairs, and other requests for the Youth Services department.
14. Assists with the planning, development, and maintenance of Library District web pages to support the education, information, and recreational interests of customers.
15. Updates content on the Library District website for upcoming Youth Services programs.
16. Plans, prepares, and executes community events to promote the Library District.
17. Builds and sustains relationships with Library District community partners.
18. Participates and contributes as an active member of a working team to increase the efficiency and effectiveness of the Outreach Services department.
19. Perform any other related duties and responsibilities as assigned.

**Marginal Functions:**

1. Orders and maintains department inventory of office supplies.
2. Participates in Library District committee work when needed.
3. Attends and participates in professional association meetings, seminars, and other applicable training sessions.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

1. Professional public library principles, practices, and techniques.
2. Library District and Department policies, procedures, terminology and functions.
3. Emerging technologies in the library field.
4. Current literature, trends, and developments, especially those pertaining to youth services.
5. Children's and young adult literature.
6. Library of Congress Classification System.

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7. Basic research and public presentation techniques.
8. Sources and availability of current information.
9. Automated library systems, on-line tools and resources, and the Internet.
10. Early childhood development and early childhood education including parenting and literacy best practices.
11. Principles and techniques of delivering effective oral presentations.
12. Techniques for effectively engaging youth and adults from various socioeconomic, ethnic, and cultural backgrounds.
13. Correct English usage, spelling, punctuation, and grammar.
14. Knowledge of business letter writing and report preparation.
15. Knowledge of record keeping and filing principles and methods.

**Ability to:**

1. Comply with all federal, state, and local laws, regulations, and codes.
2. Plan, research, develop, and implement educational programming.
3. Use initiative and independent judgement within established procedural guidelines.
4. Maintain confidentiality.
5. Initiate own work, set priorities, and meet critical deadlines.
6. Contribute effectively to the accomplishment of team or work unit goals, objectives, and activities.
7. Serve customers with patience, tact, and courtesy.
8. Establish and maintain effective working relationships with all internal and external customers, community partners, and vendors during the course of work.
9. Exercise good judgement and make sound decisions.
10. Work quickly and accurately.
11. Work both independently and as a part of a team.
12. Accept and manage change and maintain flexibility.
13. Understand and follow oral and written instructions.
14. Communicate clearly and concisely, both orally and in writing.
15. Maintain the mental capacity for effective interaction and communication with

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internal and external customers.

16. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include:
  - standing, walking, or sitting for extended periods of time;
  - bending, reaching, stooping, and pushing;
  - lifting and carrying;
  - operating assigned equipment;
  - operating vehicles including cars, trucks, and vans.
17. Maintain effective auditory and visual perception needed for:
  - making observations;
  - communicating with others;
  - reading and writing;
  - operating assigned equipment;

**Skilled In:**

1. Use of personal computers and associated software.
2. Use of library and basic office equipment.
3. Use of automated library systems.

**Training and Experience:**

Bachelor's Degree required. Computer experience required; library experience or public contact experience required; and experience working with children or completing classes in children's literature and child development required.

**License, Certificate, or Requirements:**

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

**Physical Requirements:**

Essential and marginal functions may require maintaining a physical condition necessary for the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces; frequent bending, stooping; lifting or carrying moderately heavy (20-50 lbs.) items and occasionally very heavy (50 lbs. and over) items; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time. Tasks require sound, color, depth and visual perception and the ability to communicate orally and in written form.

**Environmental Requirements:**

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Tasks are performed in an office setting with occasional local travel. Minimal exposure to adverse environmental conditions.

**JOB CODE:**

**FLSA:** **Non-exempt**

**CBA:** **Non-Supervisory**

**DEVELOPED:** **MARCH 14, 2018**

**UPDATED:** **SEPTEMBER 20, 2022**