



Williamson Public Library Youth Services Specialist

Duties and Responsibilities:

Under the general supervision of the Library Director, the Youth Services Specialist:

- Directs and supervises Williamson Public Library's Youth services from birth to age 18.
- Selects, orders, maintains and promotes the Library's collections and services for children and teens within the budget provided by the Library Director, and prepare materials for circulation.
- Trains staff in Youth Services procedures and activities.
- Coordinates with the Library Director staff scheduling and leave coverage.
- Develops and implements children and teen programs and services, to meet the needs of the community, i.e.: story hours, outreach programs, tours, arts and crafts programs, and the booking of performers and programs such as the zoo mobile.
- Helps to develop policies and procedures for the operation of the children and teen areas of the Library.
- Provides reference services and reader's advisory to the users of the children and teen collection.
- Instructs patrons in the use of library technology, how to access e-resources, and use of library equipment such as printing.
- Conducts library tours for children, teens, parents, and educators.
- Coordinates, schedules and supervises high school students in need of volunteer hours.
- Plan and implements a yearly six-week summer reading program using the NYS Summer Reading Program theme.
- Tracks children and teen service statistics for the Director, Board of Trustees, State Annual Reporting, and funders.
- Attends professional development opportunities in person and virtually.
- Represents the library at Pioneer Library System meetings and Youth Services Meetings as required.
- Promotes Williamson Public Library children's and teen services to the community through displays, brochures, publicity, advertising, the Library's website, social media platforms and other public-relations activities.
- Provides outreach services to under-served populations as well as to educational organizations in the community. Works collaboratively with the Williamson Central School District and local day cares.
- Promotes family literacy through children's library services and activities.
- Cooperates as a team member with other staff in providing a high standard of customer service to the community.
- Acts on the behalf of the director when required.
- Supplements staffing of circulation desk when required.
- Performs other related duties as necessary.

Position Requirements

The requirements listed are representative of the knowledge, skills, and abilities required to perform the necessary functions of this position:

- Demonstrates knowledge of professional practices used in the operation of a public library including materials selection, collection development and technical services.
- Demonstrates knowledge and understanding of children's and teen development and educational principles
- Working knowledge of children and teen literature, music, audiobooks, movies and social media platforms.
- Experience providing programming for children and teens.
- Excellent verbal and written communication skills.
- Ability to interact effectively with staff and public.
- Supervisory skills including ability to monitor and evaluate performance and provide training.
- Working knowledge of relevant computer applications for library services and clerical tasks, as well as providing technology support in use of library services, ability to utilize technology apps and library website to promote services.
- Physical ability to bend and lift up to 50 lbs. ability to carry out job duties with reasonable accommodation.
- Creativity, energy and a positive community spirit.
- Ability to accommodate the position's schedule requirements with a combination of days, nights, and weekend work.
- Valid NYS Drivers License or ability to obtain

Education Required:

Bachelor's Degree from a regionally accredited college or university. Previous work with children and supervisory experience preferred. Masters in Library Science desirable.

This is a full-time (37.5 hours per week) position, with some evenings and Saturdays.

This is a competitive civil service position. All applicants are required to take the appropriate Wayne County Civil Service exam associated with the position and must meet the minimum requirements.

The Wayne County Civil Service Library Assistant exam closes on August 10, 2022. All applicants with a Bachelor's Degree must be reachable from this exam to be eligible. Candidates with an MLS should consider taking the Library Assistant exam since a Librarian I exam will not be offered until a later date. All appointments prior to exam and ranking are provisional.

Compensation and Benefits:

Salary commensurate with experience.

Benefits include paid holiday, sick, and vacation leave; health insurance and NYS Retirement.

To apply, please send resume, cover letter, and contact info for three professional references to williamsonlibrarydirector@owwl.org by August 8, 2022.