

LIBRARIAN IV

ASSISTANT COORDINATOR OF YOUTH SERVICES

(Milwaukee Public Library)

PURPOSE: Under general guidance of the Youth Services Coordinator, the Assistant Coordinator of Youth Services is responsible for oversight of system-wide services to young adults, age 13 through 18, their parents, teachers and others interested in young adult services. The Librarian IV further assists the Youth Services Coordinator in providing system-wide services to children between preschool age through age 12, their parents, educators, and others interested in children's literature.

ESSENTIAL FUNCTIONS: The Assistant Coordinator of Youth Services will:

- Plan and coordinate young adult services for the Milwaukee Public Library system.
- Propose ideas and methods to increase use of the library and library materials by teens.
- Oversee the selection and maintenance of the library system's young adult collection.
- Coordinate and offer advice to staff on techniques for young adult programs.
- Serve as a library liaison to community leaders, adults and organizations serving youth.
- Coordinate staff planning committees related to young adult services.
- Conduct regular young adult meetings for system wide young adult librarians.
- Supervise, train and evaluate performance of staff responsible for young adult selection and children's librarians at the central library.
- Function as the principal assistant to the Coordinator of Youth Services, and assume the responsibilities of the coordinator in that person's absence or as assigned.
- Assist the Coordinator of Youth Services in providing children's programs and materials system wide.
- Assist adults, young adults, and children in the selection and location of print and non-print materials and information, and in the use of the online catalog, electronic databases, the Internet, and other indexes, bibliographies, reference tools, and microcomputers.
- Provide reference service, usually of a complex nature, and reader's advisory assistance to adults and youth and train and advise other librarians in these areas of service.
- Serve as Librarian-in-Charge of the Central Library as scheduled
- Initiate, write, follow through on, and evaluate adult, young adult, or juvenile grant funded projects.
- Write articles for publication.
- Perform other duties as assigned.

The Milwaukee Public Library is committed to providing the highest quality of service to internal and external customers. In meeting this commitment, employees are expected to be knowledgeable, competent, dependable and courteous in the performance of their job responsibilities and to work cooperatively as part of a team.

MINIMUM REQUIREMENTS:

1. Master's Degree in Library Science from an ALA accredited school.
2. Five years of increasingly responsible professional librarian experience (post MLS), at least three of which have been in work with children (ages 0-12) and young adults (ages 13-18).
3. Residency in the City of Milwaukee within six months of appointment.

KNOWLEDGE, SKILLS & ABILITIES REQUIREMENTS:

1. Strong customer service orientation.
2. Ability to work effectively with staff, the public, community groups and leaders.
3. Excellent written and verbal communication skills.
4. Supervisory ability, e.g., train, plan, layout, direct, coordinate, motivate, and evaluate the work of others.
5. Strong interest in and broad knowledge of services to youth and an understanding of children's and teen developmental stages.
6. Thorough knowledge of literature for youth, reference procedures and modern public library organization procedures, policies, aims and services.
7. Ability to design new programs to adapt to community needs and library strategic plan.
8. Ability to speak before audiences and write for publications.
9. Ability to work a flexible schedule including evenings and weekends as required.

THE CURRENT SALARY RANGE (565) IS: \$49,895 to \$58,529 annually.