

LIBRARY YOUTH EDUCATOR

Recruitment #1412-2650DC-001

List Type Original
Requesting Department LIBRARY
Open Date 1/14/2015
Filing Deadline 2/4/2015 11:59:00 PM
HR Analyst Lindsey O'Connor

INTRODUCTION

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. The incumbent takes advantage of opportunities to build both public understanding and support for libraries within the community. Employees are expected to be adaptable in a highly dynamic work environment.

PURPOSE

Reporting to the Education and Outreach Services (EOS) Management Librarian, the Library Youth Educator develops and delivers programs throughout the Milwaukee Public Library system for children from birth to age 18, families and care providers. At the request of other agencies such as schools and community based agencies, the person in this position also gives library presentations at their locations.

ESSENTIAL FUNCTIONS

- Develop, plan, and implement programs throughout the Milwaukee Public Library system.
- Work closely with the Coordinator of Education and Outreach Services and the Management Librarian for EOS to coordinate three seasonal programming calendars for the system.
- Maintain database of performers and programs for the programming calendar.
- Work closely with EOS staff to deliver library cards and material as needed associated with programs.
- Prepare regular narrative and statistical reports.
- Assist in the promotion of the summer reading program.
- Attend meetings to further accomplish library goals and objectives related to programming.
- Keep abreast of issues related to library programming and child development by reading current literature, attending workshops, and participating in professional associations.
- Develop and implement afterschool programs for youth.
- Collaborate with the Librarians to develop Teen programming.
- Provide story time to preschool children by selecting books and planning activities.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

This is a half-time position of 20 hours per week, with a rotating work shift that may include evenings and weekends.

MINIMUM REQUIREMENTS

1. Bachelor's Degree with a major in education or a related field from an accredited college or university.
 - *IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.*
2. Two years of experience working with children and lesson or program planning, of which at least one year has been working with elementary or early childhood students.
NOTE: Equivalent combinations of education and experience may be considered.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of literacy services to youth.
- Knowledge of children's developmental stages.
- Knowledge of methodology involved in program planning.
- Customer Service skills to provide high quality services to diverse groups of individuals.
- Interpersonal skills to work effectively with staff, the public, community groups and leaders.
- Presentation skills to speak and perform before audiences of various sizes.
- Organizational skills to effectively complete work within deadlines.
- Ability to set priorities in order to accomplish work.
- Strong commitment and interest in literacy development in youth.
- Excellent oral and written communication skills.
- Ability to learn how to provide storytime to youth.
- Ability to develop lesson plans.

CURRENT SALARY

The current starting hourly rate (PG 2BN) for City of Milwaukee residents is \$19.72 per hour, and the non-resident starting hourly rate is \$19.23. Appointment above the minimum is possible.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **February 4, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.