



Anderson County Library  
300 N. McDuffie St, Anderson, South Carolina 29621  
(864) 260-4500

## **JOB DESCRIPTION**

**JOB TITLE: Librarian I – Young Adult Librarian-Coordinator of the Center**

*Pay Grade:*

*FLSA: Non-exempt*

### **GENERAL DESCRIPTION**

Plans, coordinates and supervises Young Adult programming. Coordinates programming and use of the Center, scheduling, planning and implementing programming for all ages. In conjunction with the Head of Youth Services, helps maintain the Young Adult collection.

### **SUPERVISION RECEIVED**

Works under the supervision of the Head of Youth Services.

### **SUPERVISION EXERCISED**

None

### **EXAMPLES OF WORK PERFORMED**

*(These tasks are illustrative only; to carry out the day-to-day functions of the job, other duties may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.)*

- Coordinates YA programs and services at the Main Library by:
  - Creating teen programming with the Head of Youth Services and Youth Services staff.
  - Creating displays, flyers, calendars and coordinating publicity with the Marketing and Communications Manager and other departments.
  - Utilizing hands-on training and collaboration with patrons in support of STEAM (Science, Technology, Engineering, Art and Mathematic) content and resources.

- Tracking programs offered & attendance statistics.
  - Working with Summer Reading Program for ages 12-18.
  - Working with teens on a regular basis.
  - Liaisoning with organizations that work with teens, including Anderson County schools.
  - Monitoring and submitting requests for programming, office and equipment supplies to Head of Youth Services; regularly inventories supplies and adjusts programming needs based on available inventory.
  - Attends regular Youth Services meetings.
- Coordinates use of the Center by:
    - Scheduling all programs that utilize the Center and all use of the Center for non-programming usage.
    - Orchestrating use of the Center with the adult programming and outreach librarians for programming they originate.
    - Originating teen, adult and outreach activities.
    - Collaborating with the Head of Youth Services to provide programming that bridges the gap between the Tween and Teen programs.
    - Scheduling all other Teen programs and activities.
- Manages Center resources by:
    - Researching, recommending and implementing the necessary equipment, furnishings, and software as related to the Center.
    - Maintaining Center area and equipment.
    - Facilitating use of Center resources throughout the system.
    - Keeping informed of trends and issues in the maker community.
    - Coordinating requests for programming with appropriate staff.
- Has working knowledge of such resources. Instructs and assists staff and the general public in using the Library's Center resources and equipment, for example: 3D printers, etc.
- Builds and maintains community relationships.
- Provides assistance to patrons in finding materials and information in the library; instructs and demonstrates to patrons of all ages and skill and education levels the use of reference tools and provides general explanations of library online database systems.
- Knows reader's advisory resources and is able to use them effectively.
- Evaluates present circulating collection for age, condition, and currency in assigned subject areas. Makes deletions based on criteria from the Collection Development Policy. Acts as a Selector.

- In conjunction with the Head of Youth Services, helps maintain the Young Adult collection.
- Assists patrons by:
  - Answering directional and procedural inquiries.
  - Advising patrons concerning the library and its services, resources and policies.
  - Giving instruction in the use of the on-line catalog and location of materials.
  - Instructing in the operation of equipment.
  - Answering reference and other information requests.
  - Answering incoming calls; provides guidance and assistance, routes calls to appropriate personnel or department; takes messages.
- Performs supervisory related duties such as opening and closing procedures for the Main Library, securing money, setting alarms, and ensuring safety and security.
- Maintains professional development through various workshops, literature, and other means; consults and shares information with co-workers and other library workers.
- Conducts tours of the library for special interest groups, notably home school and teen aged groups.
- Maintains confidential patron records and preserves confidentiality of said records.
- Maintains office equipment including providing paper and toner for copiers and toner and printers as needed.
- Able to assist in changes of daily work schedule due to unexpected public demands.
- Required to work nights and weekends as scheduled.
- May fill in other positions within the Library System.
- Performs other related duties as required.

### **REQUIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- (A) Master's degree in library science from an accredited university and
- (B) Library experience preferred.
- (C) Teen programming preferred.

- (D) Experience working with community groups preferred.
- (E) One (1) year of experience working with creative technology hardware, software and related tools in a library, lab or educational setting preferred.

**Necessary Knowledge, Skills and Abilities:**

- (A) Knowledge of standard library functions, practices, and procedures; working knowledge of books, authors and literature; general computer knowledge.
- (B) Excellent research, clerical and computer skills, including internet experience; ability to perform detailed and precise work.
- (C) Ability to establish and maintain effective working relationships with the general public, employees, branch managers and system personnel; ability to communicate effectively orally and in writing; ability to work in a team environment as well as independent work.
- (D) Ability to adjust to changes in the daily work schedule; ability to handle multiple projects at the same time.
- (E) Ability to create an approachable, beginner-friendly, experience-oriented atmosphere for patrons
- (F) Must possess a valid driver's license or the ability to obtain one.

**TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and spreadsheet software, fax machine, calculators, printer, copier and cash register.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to moderate.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to travel to other areas within the library.

The employee must occasionally lift and/or move up to 25 pounds and the ability to maneuver a fully loaded booktruck.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**This job description does not constitute an employment agreement between the Anderson County Library System and an employee and is subject to change by the Anderson County Library System as its needs and the requirements of the job change. Also, the Anderson County Library System may change assigned work location and schedule depending upon the needs of the system.**