

Town of Tyrone – Class Specifications

Job Title: Children and Youth Services Librarian

Job Summary: This position is responsible for the provision of services to all library patrons and specializes in planning, coordinating and providing services and programs to preschoolers, children and youth patrons.

Major Duties:

- Builds and maintains relationships with local schools and organizations;
- Develops, coordinates and delivers a Summer Reading Club for preschoolers, children, youth and adults; manages adult and teen volunteers, schedules professional performers, writes press releases and procures all reading incentives for the program;
- Develops, coordinates and delivers a literature-based preschool story-time and baby-time;
- Tracks participants of each program and develops programmatic, weekly, monthly and annual reports as necessary;
- Provides professional services to all library patrons following procedures directed by PINES policies and the Town of Tyrone;
- Orders all locally funded print and video materials for babies, preschoolers, and children;
- Attends professional meetings and trainings to maintain knowledge of current trends and practices and ensure compliance with GPLS and PINES policies and procedures;
- Maintains the general appearance of all library materials; repairs/cleans library materials; ensures that the library collection is properly shelved;
- Ensures PINES policies and procedures are followed by patrons;
- Responds to inquiries from the general public concerning events being held at the library, resources available, etc.; provides customer service to all patrons;
- Performs other duties as assigned;
- Represents the library at outreach events (in and outside of Tyrone).

Knowledge Required by the Position:

- Knowledge of the learning patterns of children and youth;
- Knowledge of the Georgia Public Library Services (GPLS) mission;
- Knowledge of the PINES system and its policies and procedures; including the reports module;
- Knowledge of or the ability to learn related software systems;
- Knowledge of the Dewey Decimal System;
- Knowledge of the Town's policies and procedures;
- Knowledge of public relations best practices and principles;
- Skill in using a variety of computer programs and modern office equipment for administrative functions;
- Excellent customer service skills;
- Effective written and oral communication skills;
- Ability to perform basic mathematical and accounting functions;
- Ability to maintain records and create reports;
- Ability to work well with others;

Job Title: Children and Youth Services Librarian (Continued)

- Ability to establish and maintain effective working relationships with staff, other Town personnel, and the public.

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- **Supervisory Controls:** The work of this position is performed under the supervision of the Library Supervisor.
- **Guidelines:** Guidelines include Town and departmental policies.
- **Complexity:** The work consists of a variety of planning, administrative and clerical duties.
- **Personal Contacts:** Contacts are typically with co-workers, GPLS and the public.
- **Purpose of Contacts:** Contacts are typically to give and exchange information and provide services.
- **Physical Demands:** This work is typically performed indoors with the employee being exposed to a moderate amount of lifting, pulling, pushing, reaching, standing, kneeling walking and bending.
- **Work Environment:** Work is typically performed in an indoor office environment.
- **Supervisory and Management Responsibility:** None.

Minimum Qualifications:

Bachelor's degree required, preferably in Elementary Education or a related field; valid State of Georgia Driver's License and satisfactory Motor Vehicle Record; equivalent combination of education and experience. MLIS degree a plus.