



HUMAN RESOURCES

POSITION DESCRIPTION

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Job Title: **Children's Services Coordinator**
Location: Children's Department – Charleston Main
Reports To: Head of Children's Services
Last Revision Date: 4/2015

PURPOSE

The Children's Services Coordinator is focused on delivering the highest possible level of library service while working to oversee the daily operations of the department. This professional position provides skilled support to the Head of Children's Services in a variety of areas, including overseeing Children's Services systemwide in the absence of the Head of Children's Services.

NATURE & SCOPE

This position's primary responsibilities include generally diversified and complex activities, including supervision and evaluation of all paraprofessional staff, overseeing daily operations, making assignments to staff, providing both digital and reference services. Works under infrequent supervision and uses initiative to identify potential problems and conducts research to determine solutions. Keeps current with new trends in library service to children, provides instructional guidance through coaching and training; participates in the development of departmental performance guidelines or training requirements as assigned.

ORGANIZATION PLACEMENT DIAGRAM



QUALIFICATION GUIDELINES

Education	Experience
Essential	
Master's Degree in Library Science Awarded by ALA accredited Library and Information Science program	Minimum of two (2) years of experience as a professional librarian working with or providing informational services to the public or working with children Direct supervisory experience Proven skills for general computer use, to include Microsoft Office software, the internet, general office and library equipment
Preferred	
	Public Library experience Experience using SIRSI Experience working in a non-profit or public environment

This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

This job description will be reviewed periodically as duties and responsibilities change if necessary. Position Descriptions are subject to modification



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Ability to:

This position requires the use of personal or Library vehicles on Library business. Individuals must be physically capable of operating the vehicles safely, possess/provide documentation of valid driver's license and acceptable driving record.

Demonstrate analytical skills necessary to analyze and interpret information, establish facts, draw valid conclusions, develop and implement responsible strategies.

Work cooperatively and effectively with staff, patrons, and contacts.

Convey ideas, information, and training through public presentation, verbal and written communication.

PRIMARY ACCOUNTABILITIES

Works actively to promote and meet customer service expectations established within the department and organization

Works as needed at the circulation desk or other public service points to answer questions, provide readers advisory information and to monitor customer service and needs

Demonstrates and troubleshoots the use of equipment, PCs and related software as needed

Continually monitors and assesses users' and staff needs and acts to improve services

Works with department librarians to plan, coordinate and present programs, workshops, and classes for and related to children and school/non-school children's groups at the Main Library on a regular basis

Oversees the Volunteer program for the department; monitors and oversees the execution of school and teacher collections

Coordinates all school and class visits for the department

Coordinates displays for the department

Compiles and analyzes data, prepares reports and procedures; summarizes activities monthly or as assigned

Supports and participates in system-wide activities, meetings and teams at the direction of the Head of Children's Services

Participates in planning and implementing system-wide programs for children (including quarterly programs and Summer Library Club)

Supports department and system-wide event planning and execution (i.e. WV Book Festival, Street Fair, Staff Development Day)

Maintains relationships and effective communication with public and private organizations to further KCPL's mission related to programming and outreach; Promotes awareness of library services to schools, daycares, patrons and library staff

Participates in the development of long and short-term plans for the department and the organization

May prepare relevant and high-quality content from internal and external sources for Library website, social media, and publications

Participates in collection management by selecting, weeding and/or evaluating children's materials for the Main Library and/or system as assigned

Researches, recommends, implements and monitors independently or with others, projects, grants, etc. as assigned

Participates in the development and implementation of system-wide workshops and in-service training programs for staff

Serves as lead with children's services staff through training and direction; participates in recruitment and performance feedback

Supports Library management policies

Keeps abreast of technological changes; ensures efficient use of equipment and resources through communication and training

Interprets and explains policies to public and staff

Carry out any other duties within the scope, spirit and purpose of the job

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ESSENTIAL ABILITIES

Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with the supervisor, community, vendors, employees, and general public.

Sufficient vision, with or without reasonable accommodation, which permits the employee to produce and review a wide variety of materials in both electronic and hard copy form.

Ability to regularly ascend or descend a series of stairs or several tiers of stairs.

Ability to work a flexible schedule to include evenings and weekends.

Ability to travel to and from various locations.

Ability to learn and carry out the primary accountabilities of the assigned position.

Ability to maintain body equilibrium to prevent falling when walking, standing, or crouching.

Ability to effectively communicate in writing and orally on job progress and other overall assignments and responsibilities.

Ability to comprehend and sustain fundamental principles of library services, to include open access to library materials and privacy rights of patrons.

All positions at the Kanawha County Public Library require a Criminal Background Check.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform primary accountabilities of this job. This job description is not intended as, nor should it be construed as exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

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