




**Date:** June 21, 2018

**To:** Human Resources

**From:** Assistant City Librarian 

**Subject:** Modify Job Specifications for Program Coordinator – Youth Services

The Library department currently has a vacant Program Coordinator – Youth Services position. The job specification and description have not been modified since 1996. In order to incorporate new technology, additional responsibilities, and new service models, the Library requests that the Job specification and description for Program Coordinator – Youth Services be updated.