

**CITY OF SANTA CLARA, CALIFORNIA**  
**LIBRARY PROGRAM COORDINATOR - YOUTH SERVICES**  
(534A)

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications:**

- Possession of a Masters Degree in Library/Information Science from an American Library Association accredited library school; and
- Three (3) years of increasingly responsible professional library experience serving children, young adults, and families, including materials selection, reference and reader's advisory, planning and producing programs, and publicity materials.

**Desirable Qualifications:**

- One (1) year of supervisory experience is desirable.

**LICENSE**

Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment.

**DISTINGUISHING CHARACTERISTICS**

The Library Program Coordinator – Youth Services is a professional position in the classified service responsible for the Youth Services program area, coordinating staff activities, collections, or computer services. This class is part of the Library Program Coordinators' Team and is responsible for assigning, reviewing, and supervising the work of library staff.

**TYPICAL DUTIES**

Duties may include, but are not limited to, the following:

**Under general direction:**

- Supervises provision of a full range of reference and information services to library patrons of all ages
- Participates actively in story hour and school visits
- Schedules, trains, supervises, and evaluates staff assigned to the program unit
- Maintains and prepares reports, computer data, special studies and correspondence
- Performs professional library duties including reference and reader's advisory, cataloging, collection development, selection and deselection of materials, and programming for library patrons of all ages, and ensure consistency of service standards
- Plans, develops, coordinates, and evaluates the activities of a library program unit, and coordinates with other library divisions
- Prepares publicity, displays, and bibliographies
- Assists in the development and implementation of library and program unit goals and objectives, budgets, policies and procedures, and interprets them to the staff and public

## **LIBRARY PROGRAM COORDINATOR - YOUTH SERVICES (continued)**

- Analyzes library operational procedures related to activities of a program unit and makes recommendations for improvement and responds to community information needs
- Serves as a member of the Library Management Team and represents the library with groups, organizations, committees, and at professional meetings
- Participates in budget preparation and administration including monitoring expenditures
- Performs other related duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Current practices of children's and young adult library service
- Storytelling, book talking, and other public performance techniques
- Computerized bibliographic databases and searching techniques, online public access catalogs, and integrated library systems
- Reference interviewing techniques, strategy, and tools
- Adult, children's and young adult literature and materials
- Principles of selection, deselection, and evaluation of library collections
- Childhood development and learning stages
- Public library principles, organization, objectives, trends, materials, services, and practices
- Principles and practices of supervision, team building and participative management
- Office safety practices, procedures and standards

Ability to:

- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public
- Analyze and respond to community interests and concerns regarding library collections and services
- Communicate effectively, both orally and in writing
- Plan, organize, and supervise the work of professional, paraprofessional, page, and volunteer staff
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Plan and create library programming and promotional materials
- Use computer applications in a library setting
- Work in a team-based environment and achieve common goals
- Develop and apply library procedures and policies and other professional knowledge to the practical problems of the job
- Bend, stoop, reach, carry, crawl, climb and lift up to 25 lbs. to perform assigned duties
- Walk or stand for extended periods of time

### **SUPERVISION RECEIVED**

Works under the general direction of the City Librarian and the Assistant City Librarian.

### **SUPERVISION EXERCISED**

Supervises professional, paraprofessional, clerical, page, and/or volunteer staff as assigned. May act in-charge of Library operations in the absence of senior staff.

### **OTHER REQUIREMENTS**

## **LIBRARY PROGRAM COORDINATOR - YOUTH SERVICES (continued)**

- Performs physical tasks, such as lifting and moving library materials and equipment weighing up to 25 lbs., stooping, reaching, kneeling, and walking up and down stairs.
- Must be able to perform all the essential functions of the job assignment.
- May be required to work evenings and weekends.

LEGEND:

Additions

Deletions

Approved July, 1996

Proposed July, 2018

**CITY OF SANTA CLARA, CALIFORNIA**  
**LIBRARY PROGRAM COORDINATOR -**  
**YOUTH SERVICES**  
(534A)

**EDUCATION AND EXPERIENCE**

***Minimum Qualifications:***

- Possession of a Masters Degree in Library/Information Science from an American Library Association accredited library school; *and, plus*
- ~~Three (3)~~ *(3)* years of increasingly responsible professional library experience. ~~Knowledge of literature for children and young adults is required. Successful professional library experience~~ serving children, young adults, and families, including materials selection, reference and reader's advisory, planning and producing programs, and publicity materials. ~~is required; experience scheduling staff, coordinating the work of others, and management of a significant project is desirable. Supervisory experience of professional, paraprofessional, page, or volunteer staff is desirable.~~

***Desirable Qualifications:***

- ~~experience scheduling staff, coordinating the work of others, and management of a significant project is desirable. One (1) year of~~ *Supervisory* experience ~~of professional, paraprofessional, page, or volunteer staff is desirable.~~

**DISTINGUISHING CHARACTERISTICS**

~~The library program coordinator is a professional position in the classified service responsible for a specialized program area, coordinating staff activities, collections, or computer services; assigning, reviewing, and supervising the work of library staff, and is part of the Library Program Coordinators' Team. Specific knowledge of a program area is required.~~

**LICENSE**

Possession of an ~~appropriate~~, valid California *Class C* driver's license is required *at the time of appointment and for the duration of employment.*

**DISTINGUISHING CHARACTERISTICS**

*The Library Program Coordinator – Youth Services is a professional position in the classified service responsible for the Youth Services program area, coordinating staff activities, collections, or computer services. This class is part of the Library Program Coordinators' Team and is responsible for assigning, reviewing, and supervising the work of library staff.*

**TYPICAL TASKS/DUTIES**

*Duties may include, but are not limited to, the following:*

## LIBRARY PROGRAM COORDINATOR - YOUTH SERVICES- (continued)

Under general direction:

- ~~coordinates and schedules work of childrens' services staff; coordinates unit projects;~~  
*sSupervises provision of a full range of reference and information services to **library patrons of all ages** children, young adults, their teachers and families, both in person and by telephone using a full range of print, online, and electronic resources;*
- ~~responsible for services for children and young adults and their families and teachers;~~  
*pParticipates actively and personally in story hour and school visits;*
- *Schedules, trains, supervises, and evaluates staff assigned to the program unit*
- *Maintains and prepares reports, computer data, special studies and correspondence*
- *Performs professional library duties including reference and reader's advisory, cataloging, collection development, selection and deselection of materials, and programming for library patrons of all ages, and ensure consistency of service standards*
- ~~PP~~*Plans, develops, coordinates, and evaluates the activities of a library program unit, ;and coordinates with other library divisions*
- *Prepares publicity, displays, and bibliographies*
- ~~coordinates activities of program unit with other divisions in the library; participates~~*Assists* in the development and implementation of ~~written~~ library and program unit goals and objectives, budgets, policies and procedures, and interprets them to the staff and public;
- ~~participates in the development of individual and program unit work plans; a~~*Analyzes* library operational procedures related to activities of a program unit and makes recommendations for improvement; and responds to community information needs:
- *Serves as a member of the Library Management Team and represents the library with groups, organizations, committees, and at professional meetings*
- ~~Participates in the selection of personnel; schedules, trains, supervises, and evaluates staff assigned to the program unit; assigns work activities, projects, and programs, and monitors work flow; fosters an environment of teamwork within the division and throughout the library; oversees tasks performed by the team; ensures consistency of service standards; resolves conflicts among team members; assists in setting individual and team goals; and works with employees to improve performance. Participates in budget preparation and administration including monitoring expenditures; prepares cost estimates for budget recommendations;~~
- ~~submits justifications for budget items, monitors and controls expenditures; coordinates with other library staff to plan for the best use of resources; maintains records; and prepares reports, computer data, special studies and correspondence as directed. Performs professional library duties including reference and reader's advisory, cataloging, collection development, and programming for library patrons of all ages; responsible for selection and deselection of materials in juvenile collections; prepares publicity, displays, and bibliographies. Serves as a member of the Division and Library Program Coordinators' teams; represents the library with groups, organizations, committees, and at professional meetings and workshops; plans and conducts regular staff and/or committee meetings; and p~~*Performs other, related duties as assigned.*

## KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- ~~e~~*C*urrent practices of children's and young adult library service;

## **LIBRARY PROGRAM COORDINATOR - YOUTH SERVICES-** (continued)

- ~~children's and young adult literature and materials;~~ **s**Storytelling, book talking, and other public performance techniques;
- ~~childhood development and learning stages; community information and recreation needs for library materials; public library principles, organization, objectives, trends, materials, services, and practices; role of e~~Computerized bibliographic databases and searching techniques, online public access catalogs, and integrated library systems;
- ~~r~~Reference interviewing techniques, strategy, and tools;
- ~~a~~Adult, children's and young adult literature and materials;
- ~~p~~Principles of selection, deselection, and evaluation of library collections;
- *Childhood development and learning stages*
- *Public library principles, organization, objectives, trends, materials, services, and practices*
- ~~p~~Principles and practices of *supervision*, team building; and ~~principles and practices of~~ participative management-
- *Office safety practices, procedures and standards*

### Ability to:

- ~~—develop and apply library procedures and policies and other professional knowledge to the practical problems of the job;~~ **e**Establish and maintain *a cooperative courteous and effective* working relationships ~~with those contacted in the course of work, including the general public;~~
- ~~a~~Analyze and respond to community interests and concerns regarding library collections and services;
- ~~prioritize work and exercise independent, sound judgment particularly in stressful situations;~~ **e**Communicate ~~clearly~~*effectively*, both orally and in writing;
- ~~p~~Plan, organize, and supervise the work of professional, paraprofessional, page, and volunteer staff;
- *Effectively handle multiple priorities, organize workload and meet strict deadlines*~~assign, train, and evaluate the work of professional, paraprofessional, page and volunteer staff; exercise leadership; listen; understand budgeting procedures, accounting practices, and computerized financial systems;~~
- ~~p~~Plan and create library programming and promotional materials;
- ~~u~~Use computer applications in a library setting; ~~and~~
- ~~foster an environment of cooperation and shared responsibility.~~ *Work in a team-based environment and achieve common goals*
- *Develop and apply library procedures and policies and other professional knowledge to the practical problems of the job*
- *Bend, stoop, reach, carry, crawl, climb and lift up to 25 lbs. to perform assigned duties*
- *Walk or stand for extended periods of time*

### SUPERVISION RECEIVED

Works under the general direction of the ~~Library Division Manager~~*City Librarian and the Assistant City Librarian.*

### SUPERVISION EXERCISED

~~Coordinates, evaluates, and s~~Supervises ~~the work of~~ professional, paraprofessional, clerical, page, *and/or* -volunteer staff as assigned. May act *in-charge of Library operations* ~~as Library~~

**LIBRARY PROGRAM COORDINATOR - YOUTH SERVICES-** (continued)

~~Division Manager~~ in ~~his/her~~*the* absence *of senior staff*.

OTHER REQUIREMENTS

- Performs physical tasks, such as lifting and moving library materials and equipment weighing up to ~~10~~*25* lbs., stooping, reaching, kneeling, and walking up and down stairs.
- Must be able to perform all the essential functions of the job assignment.
- May be required to work evenings and weekends.