

BELLEVUE PUBLIC LIBRARY

YOUTH DIRECTOR

POSITION DESCRIPTION

POSITION: Youth Director

DEPARTMENT: Library

ACCOUNTABLE TO: Library Director

Position Description: Provides general library services for daycare through 12th grade library users; provides special library services such as summer reading programs for all ages, weekly story hour including crafts, and other programs that enhance the lives and promotes reading in all library users. The goals of the service include fostering literacy, encouraging reading for enrichment and pleasure, providing materials to support school assignments and teaching the use of the public library as a lifelong resource. Other duties range from general library assistance, social media management and customer service activities as well as program implementation, creative program promotion and active fundraising and community involvement.

JOB CHARACTERISTICS

Nature of Work: This position performs professional duties requiring adherence to standards of accuracy, timeliness, tact, and confidentiality. Position requires ability to move and shelve heavy books.

Essential Functions: Position requires ability to communicate orally and in writing, retrieve and return books to shelves, type, read written material, maintain files, mend books, operate a computer, and operate library machines and equipment. Requires the ability to work well with a group of children or with one child. Manages all social media platforms used by the Library. Maintains and applies a knowledge of library automation systems.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Strives to meet the objectives of the library as established by the Board.

Supervises the daily operation of the children's section of the library; organizes attractive book displays and sets the children's section of the library in order to attract young library users and encourage reading.

Acts as lead worker in promoting and planning programs for library users. Maintains the on-going program of special events for children such as story time and summer reading.

Assists with collection management of the children's section, including inventory, assessing, weeding, and purchasing.

Trains library users to search for information by following an appropriate inquiry process using books and/or electronic resources.

Serves all library users by assisting with reference questions as needed; answers the phone as needed. Works at the circulation desk when assigned. Checks in library materials and shelves materials. Manages social media accounts. Performs related duties as required.

JOB REQUIREMENTS:

Knowledge: This position requires a thorough knowledge of library practice, procedures and techniques; knowledge of children's literature and children's reading programs and activities; a working knowledge of the laws, regulations and departmental policies pertaining to library services.

Skills: This position requires skills in dealing with children, providing activities, and in the use of computers and library equipment.

Abilities: Position requires ability to: be creative, have imagination; read aloud; direct craft activities; supervise assistants and volunteers; establish good rapport with children; establish discipline; pay attention to accuracy; work with interruptions; maintain effective working relationships with fellow employees, other agencies, and the public; communicate clearly and effectively verbally and in writing.

EDUCATION AND EXPERIENCE:

The above knowledge, skill, ability are usually acquired through a combination of education and/or experience equivalent to:

- Experience working in a public library is preferred.
- Strong interest in reading is preferred.

JOB PERFORMANCE STANDARDS:

Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Meets the objectives of the library as established by the Board.
- Regularly makes reports to Board
- Competently provides programs and activities for library users.

- Provides for attractive displays and settings to encourage reading.
- Competently recommends purchases for children's collection.
- Effectively assists all library patrons in the use of the library.
- Able to maintain confidentiality of sensitive information, follow all H.I.P.A.A. regulations, and maintain all library policies in regard to privacy.
- Maintains accurate and timely records.
- Deals tactfully and courteously with the public.
- Keeps work areas neat.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees and the public.

Approved by the Library Board of Trustees, February 19, 2019

CITY OF BELLEVUE

APPLICATION FOR EMPLOYMENT

Date:

Applicant Name:

Present Address:

Telephone:

Social Security No.:

Permanent Address (If different from present address):

Do you live within 5 miles of the City limits? ☐ Yes ☐ No

If no, then are you willing to relocate if this job requires you to do so? ☐ Yes ☐ No

Are you 18 years old or older?

☐ Yes ☐ No

Are you either a U.S. citizen or an alien authorized to work in the U.S.?

☐ Yes ☐ No

Have you ever worked or attended school under another name? If so, under what name?

Have you ever been convicted of a crime?* ☐ Yes ☐ No

If yes, give details, including date(s):

* A "yes" answer will not automatically disqualify you from employment. We will consider the nature and date of the offense and the job for which you are applying for job-related purposes only, and only to the extent permitted by applicable law.

POSITION DESIRED

Position:

Date you can start:

Hourly rate/monthly salary desired:

Do you prefer: ☐ Full-time ☐ Part-time

If part-time, hours per week desired:

Hours you are available to work:

Days of week you are available to work:

Are you able to work:

Weekends* ☐ Yes ☐ No

Holidays* ☐ Yes ☐ No

Nights* ☐ Yes ☐ No

* If required for the position for which you are applying for.

Are you available to work overtime? ☐ Yes ☐ No

Have you previously worked for this company? If so, from _____ to _____.

Reason for leaving:

Former supervisor(s):

How did you learn about this opening?

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EDUCATION

High School:

Graduated?

Course of Study:

☐ Yes ☐ No

Technical School:

Graduated?

Course of Study:

☐ Yes ☐ No

College/University:

Graduated?

Course of Study:

☐ Yes ☐ No

Other education or training:

Do you have a CDL? ☐ Yes ☐ No

Any special endorsements?

working w/children?
What is your experience ~~operating equipment?~~

Are you familiar with personal computers? ☐ Yes ☐ No ☐ PC ☐ MAC

Are you familiar with smart phones? ☐ Yes ☐ No

What computer programs are you familiar with?

MILITARY EXPERIENCE

Branch of Service:

Dates Served:

Rank at Discharge:

Would you like to be considered for Veterans' Preference? ☐ Yes ☐ No

If yes, to be considered, please submit a copy of your DD-214 with your application.

Education and Training:

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WORK EXPERIENCE

Please list all previous employment, beginning with the most recent. If you need more room, you may attach another sheet of paper.

Previous Employer 1:			Address:		
From _____ to _____		Position Held:		Reason for leaving:	
Supervisor's Name & Title:				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of Duties:					
Starting Hourly Wage:			Final Hourly Wage:		
Previous Employer 2:			Address:		
From _____ to _____		Position Held:		Reason for leaving:	
Supervisor's Name & Title:				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of Duties:					
Starting Hourly Wage:			Final Hourly Wage:		
Previous Employer 3:			Address:		
From _____ to _____		Position Held:		Reason for leaving:	
Supervisor's Name & Title:				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of Duties:					
Starting Hourly Wage:			Final Hourly Wage:		

CITY OF BELLEVUE

AUTHORIZATION AND ACKNOWLEDGMENTS

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that if I am employed, any false statements on this application may be grounds for dismissal.

I authorize investigation of all statements contained in this application. I also grant permission to contact all references listed above, and authorize them to release all information concerning my previous employment and any other pertinent information these references might have, personal or otherwise. I release all parties from all liability for any damage that may result from furnishing this information to you.

I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time and without prior notice.

Applicant Signature: _____

Date: _____

If applicable, then please attached a resume and a list of references.