

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Children's Services Coordinator**

Dept.: **Child and Young Adult Services**

Job Code Number: **10241**

Reports to: **Associate Director PS**

Grade Number: **21, Represented**

Effective Date: **January 2007**

FLSA Status: **Exempt**

General Position Summary:

Develops and coordinates the King County Library System programs for children emphasizing services that respond to their needs outside of the classroom setting. Participates in the selection, hiring and training of children librarians.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Develops and facilitates system-wide programs, services and promotions for children such as the Summer Reading Program and the Early Literacy Initiative.
2. Supervises a regular department staff of 4, including one librarian. Supervises staff provided by grants for children's services.
3. Participates in system-wide reviews of policies and procedures related to children's services.
4. Monitors story time schedules and attendance to ensure meeting community needs.
5. Coordinates the system wide production of children's book lists, brochures and displays.
6. Meets and communicates regularly with children's librarians to clarify system expectations.
7. Assists in the selection and development of new staff.
8. Develops and maintains content on the Kidspace at kcls.org.
9. Works with Facilities Department to develop and maintain children's areas in libraries.
10. Plans, coordinates and may participate in staff development with the Staff Development Coordinator and Education and Teen Services Coordinator.
11. Partners with community programs and groups such as United Way.

Secondary Duties:

1. Occasional committee work in areas concerning children and young adults but not directly related to ongoing programs, examples of this work include membership on the performance review committee.
2. Supervises librarians assigned to community libraries without an MLS Manager.
3. Assists Human Resources Department with applicant assessments and interviews.

Communication:

Incumbent communicates with personnel both within the KCLS as well as with customers and vendors, etc. Contacts are made on a regular basis both at the incumbent's initiative as well as the supervisor's request. Occasionally contacts are initiated from a third party outside KCLS such as the Campfire Girls. Communication with customers is required on a regular basis and communications regularly contain confidential or sensitive information.

Initiative:

As a member of the Public Services Team, incumbent provides input and expertise in developing policies, procedures and programs within and across organizations. These activities involve a high degree of complexity due to the need to coordinate programs, services and promotions in many KCLS library organizations. While programs are developed as part of the Public Services Team, once a program is adopted, the incumbent receives little supervision in implementing it. A wide variety of programs and services are included in the KCLS program therefore the incumbent is involved frequently in new and varied work situations. Decisions are made within general organizational policy constraints/guidelines.

Accountability:

Position encounters frequent interruptions and maximum flexibility is required. In the development of programs and services, the incumbent acts as part of a team and plays a significant role in the planning and goal-setting for these activities. The decisions made by this position have a broad/far reaching impact throughout the King County Library System particularly in the implementation of approved programs and services. The Public Services Team and librarians within the KCLS monitor the incumbent's work on a regular basis. Delays would result in problems such as missing deadlines and community libraries not having relevant printed material in support of announced programs. The position is responsible for the maintenance of highly confidential personnel records, interview/applicant information and performance review data.

Leadership:

The position is responsible for mentoring Children's Librarians as a manager. The incumbent takes a leadership role in modeling and promoting organizational values across the organization and as a representative of the organization in the community.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Master's of Library Science Degree from an American Library Association accredited school of Librarianship and Washington State certification as a Librarian.
- Typical way to obtain knowledge, skills and abilities is through one to two years of certified librarian experience in children's services, with at least two years in a

supervisory capacity or any equivalent combination of education and training that demonstrates the ability to successfully perform the duties of the position.

Necessary Knowledge, Ability and Skills:

- Thorough knowledge of core competencies of children's librarians and library systems and procedures including HR policies.
- Extensive knowledge of library services at a professional level.
- Comprehensive understanding of both community library and support services operations.
- Extensive knowledge of goal setting and project management.

Ability to:

- Communicate with immediate staff as well as personnel within and outside of the KCLS.
- Facilitate meetings.
- Speak before and as part of a group.
- Communicate effectively with a diverse population.

Skill in:

- Written and spoken English.
- Interpersonal relationships and teamwork.
- Customer service.
- Math.
- Supervision.
- Use of independent judgment and discretion.

SPECIAL REQUIREMENTS

Valid Washington driver's license.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is in a normal office environment. Extensive travel within service area, substantial overtime, and evening/early AM meetings are required. There may be some exposure to angry or hostile individuals.

Advancement Possibilities:
Associate Director

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
HR Manager

Final: 7/31/01
Revised: 3/07