

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Education and Teen Services Coordinator**

Dept: **Public Services**

Job Code Number: **10251**

Reports to: **Associate Director**

Grade Number: **21, Supervisory Unit**

Effective Date: **January 2007**

FLSA Status: **Exempt**

General Position Summary:

Develops and coordinates King County Library System programs for teen patrons, emphasizing services that respond to teen needs and interests. and oversees the implementation of the Education Initiative to extend the role of KCLS in supporting the educational needs of students in grades K – 12 by establishing relationships and interacting with 41 public libraries, 18 public school districts, and approximately 450 public and private schools. Participates in the selection, hiring and training of teen services 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 system-wide programs, services and promotions for teens such as the Read Three and Video Game program for teens; Ready Set Read and Global Reading Challenge for elementary students, and assists youth librarians with school visits.
2. Plan for and implement improved communication between KCLS and schools.
3. Develop, plan and facilitate improvements to library services for teens, students and schools.
4. Assure the quality and timeliness of the Homework Help site @ KCLS.org.
5. Provide training to staff members in current educational programs and standards. Facilitate attendance at conferences and workshops.
6. Assure schools are allocated to individual libraries in a fair and equitable manner.
7. Monitor and evaluate the success of the Education Initiative.
8. Plan study times, space, and assistance within each library.
9. Participates in system-wide reviews of policies and procedures related to teen services.
10. Coordinates the system-wide production of teen book lists, web sites and displays.
11. Assists in the selection and development of new Teen Librarian staff.
12. Plans, coordinates and may participate in staff development opportunities with the Staff Development department.

Secondary Duties:

1. Coordinate distribution of library cards to all King County students.
2. Participate in the plan and design of promotional pieces for teen and student programs.
3. Serve on various committees affecting KCLS services to teens and students.
4. Present KCLS Education Initiative to branch library boards.
5. Assists Human Resources Department with applicant assessments and interviews.
6. Perform other related duties as required or as assigned.

Communication:

The position has on-going contact with the KCLS staff members, schools, teens and K-12 students. Communication frequently involves speaking in front of both large and small groups. Contacts occasionally contain discussion about confidential or sensitive matters.

Initiative:

The position develops programs for the Education Initiative and Teen Services that affects the entire organization. The position solves problems that may have an impact across the entire library system. The position frequently encounters new and varied work situations. Decisions are typically made within general organizational policy constraints and guidelines. The position involves a high degree of complexity, the ability to implement and facilitate programs across the entire library system, and interaction with a large number of people. The position operates independently with a minimum of supervision.

Accountability:

The position encounters frequent interruption requiring maximum flexibility. The position is instrumental in preparing operational and strategic plans for the Education Initiative programs. Decisions typically made by this position have far reaching impact across KCLS. Work is checked by a supervisor on an exception basis.

Leadership:

The position does not include mentoring responsibility, but takes a leadership role in modeling and promoting KCLS values across the organization and as a representative of the organization in the community.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- The position requires an advanced degree or equivalent specializing in Library Science from an American Library Association accredited school of Librarianship and Washington State certified as a Librarian.
- Typical way to obtain knowledge, skills and abilities is through five to seven years experience as a librarian with experience in K – 12 education or any equivalent combination of education, experience and training that demonstrates the ability to successfully perform the duties of the position.

Necessary Knowledge, Ability, and Skills:

- Some knowledge of library operations, functions, and services provided.
- Considerable knowledge of school systems and education practices.
- Considerable knowledge of age appropriate literature.

Ability to:

- Represent KCLS in professional manner.
- Provide information in a useful, accurate and appropriate manner.
- Effectively communicate at all levels in the organization as well as with the public.
- Use diplomacy and tact to establish and maintain relationships with KCLS employees and schools.
- Manage time effectively and organize programs and materials and remain on task despite interruptions.
- Work independently with minimal supervision.
- Utilize the Internet to perform research.
- Communicate effectively with a diverse population.

Skill in:

- Public speaking.
- Planning and implementing educational programs and services for students.
- Verbal and written communication with a variety of audiences.
- Organizing and prioritizing multiple projects and tasks.
- Establishing and maintaining relationships with libraries and schools.

SPECIAL REQUIREMENTS

Valid Washington driver's license.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to 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 is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a normal office environment. Work involves some travel, overtime and evening or early morning meetings.

Advancement Possibilities:

Reference Services, Outreach Services, or Children's Services Coordinator
Associate Director, Public Services

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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