

# Kent County Public Library

## Library Clerk I - Teen & Youth Services

**CLASSIFICATION:** Part-Time (960 hours per year)  
Part-Time Library Clerk/Assistant payscale

**FLSA STATUS:** Non-Exempt

**SUPERVISOR:** Director of Youth Services

**HOURS OF DUTY:** As scheduled, with Saturday and evening hours as needed.  
September-May: Minimum 20 hours/week; additional hours, as needed  
June-August: Must be available up to 40 hours/week, as needed

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### POSITION GENERAL SUMMARY

Assists with all aspects of teen programming and public service. Continually seeks and finds ways to promote increased use of all Youth Services. Helps establish and maintain a high standard of Teen and Youth Services for the Kent County Community.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Creates and coordinates teen programs at all library and outreach locations
- Provides direct reference service to teens and parents of teens
- Maintains appearance of the teen area at the Chestertown branch
- Supports programs for youth ages 0-17 at all library and outreach locations, as needed
- Helps plan and implement the annual Summer Reading Program
- Keeps up to date with library acquisitions in teen materials & online resources in order to offer reader's advisory and research assistance to parents and teens
- Interacts with patrons, visitors, staff, and others in a professional and friendly manner
- Stays abreast of and utilizes available technology efficiently and effectively

### ADDITIONAL JOB EXPECTATIONS

- Assists with youth collection management projects, as needed
- Provides direct service to the public, including regularly scheduled shifts at the circulation desk, basic reference transactions, branch coverage, and participation in summer reading and other special programming
- Performs other duties as assigned

## **JOB REQUIREMENTS**

- Genuine interest in and dedication to children and teens, their library needs, and literacy
- Ability to build rapport with youth of all ages, with a special emphasis on ages 13-17, and parents and other caretakers
- Comfort with incorporating emerging technologies into youth programming
- Working knowledge of professional library practices related to serving children, teens, and families, including familiarity with young adult literature; and child and teen development
- Comfort with public speaking

## **QUALIFICATIONS**

- High school diploma or equivalent required; Associate's degree in any field preferred
- Customer service experience required; library experience preferred
- 1 year experience working with teens required; 3 years experience preferred

## **WORKING CONDITIONS**

- Frequent use of computer terminal
- Moving throughout the library space, including working at public service desks and assisting library users at the desk, public computers, and in the stacks
- Lifting objects weighing up to 30 pounds; stooping, bending, and reaching; pushing or pulling a wheeled cart weighing up to 100 pounds

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## **UNIVERSAL EXPECTATIONS FOR ALL KCPL EMPLOYEES**

- Commitment to KCPL's Core Values
- Active engagement in teamwork within department and on cross-departmental projects and committees
- Equitable implementation of standard operating procedures and system policies, including enforcing and explaining policies to library users
- Commitment to continued professional growth and development

## **UNIVERSAL REQUIREMENTS FOR ALL KCPL EMPLOYEES**

- **Ability to work at and provide own transportation between all KCPL locations, as well as outreach locations throughout Kent County, as needed and assigned**
- **Ability to provide coverage at any KCPL location, as needed and assigned**

- Strong internal and external customer service skills, including being equitable, patient, tactful, and courteous
  - Ability to develop and maintain respectful and effective working relationships with library users of all ages (children, teens, adults), coworkers, and professional colleagues from many different backgrounds and cultures
  - Ability to work independently, cooperatively, and as part of a team
  - Ability to work calmly and effectively under pressure
  - Excellent oral and written communication skills
  - Ability to critically review sources of information
  - Accuracy and attention to detail
  - Knowledge of and competence with standard computer applications (email, Windows, Microsoft Office, etc)
  - Knowledge of or ability to quickly learn library software
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### **KCPL STATEMENT OF OPPORTUNITY & EQUITY**

Kent County Public Library is an Equal Opportunity Employer and is committed to diversity in the workplace. The Library's policy is to treat all employees and applicants equally and without regard to race, color, religion, age, sex, marital status, national or ancestral origin, sexual orientation, or disability in accordance with applicable laws. This policy is applicable to all aspects of employment, including recruitment, hiring, training, and promotions.

Kent County Public Library complies with the ADA. Applicants who require reasonable accommodation in the application and/or interview process should contact the HR representative at 410-778-3636 prior to submitting an application or resume.

Kent County Public Library is dedicated to ensuring equity of library services to the community; as such, we seek applicants who view library services through an equity lens and are skilled at partnering with organizations to deliver services to traditionally underserved groups.