



CITY OF SOUTH PORTLAND, MAINE

TEEN/YOUNG ADULT LIBRARY ASSISTANT AND PUBLICITY COORDINATOR

The City of South Portland, a forward thinking community of 25,000 located on Casco Bay is currently seeking a dynamic, friendly, patron-centered individual to join our team as a Full Time (37.5 hours weekly) Teen/Young Adult Library Assistant, who will also coordinate Library-wide publicity.

This is a unique position with our library, with split responsibilities as both our Teen/Young Adult Library Assistant within our Youth Services department, as well Publicity Coordinator for the library. This Library Assistant position has a primary focus on our preteen/teen population and is responsible for delivering high quality library services to the users of the South Portland Public Library, with awareness of and adherence to the tenets of librarianship and intellectual freedom as articulated by the American Library Association. The Publicity Coordinator portion of the position involves working across all departments within the library, producing, updating and distributing publicity material, both online, in-house and in the community. This position is based out of our main library location, but may involve work hours at our smaller branch location as well.

Work schedule will include regular evening and weekend hours. The selected candidate must have the ability to demonstrate strong organizational and interpersonal skills and communicate effectively both written and verbally.

To qualify for consideration, applicants must have a Bachelor's degree and previous library or related experience is strongly preferred. Excellent computer skills, the ability to learn new systems and applications and a fun, innovative attitude are a must. Full wage range for this position is \$18.73-\$23.90.

Job description available at www.SouthPortlandLibrary.com/employment.

Please apply by Thursday, September 12, 2019 at 4:00pm.

To apply you may email a cover letter and resume to apply@southportland.org

You may also file an application using our fillable pdf at <https://www.southportland.org/departments/human-resources/job-opportunities/>

You may also mail a resume with cover letter and three professional references to:

City of South Portland
Karla Giglio, Human Resources Specialist
25 Cottage Road
P. O. Box 9422
South Portland, ME 04116-9422

EOE

CITY OF SOUTH PORTLAND JOB DESCRIPTION

Classification Title: Youth Services Assistant, Teen Specialist / Library Publicity Coordinator
Department: Library
Division: Youth Services
Class Grade: F – 37.5
FLSA Status: Hourly, Non-Exempt
Effective/Revision Date: August, 2019

NATURE AND VARIETY OF WORK

This is a unique position with our library, with split responsibilities as both our Teen Librarian within our Youth Services department, as well Publicity Coordinator for the library.

This Library Assistant position participates in the delivery of library services within the Youth Services department, with a primary focus on our preteen/teen population. The Library Assistant is responsible for delivering high quality library services to the users of the South Portland Public Library, with awareness of and adherence to the tenets of librarianship and intellectual freedom as articulated by the American Library Association.

The Publicity Coordinator portion of the position involves working across all departments within the library, producing, updating and distributing publicity material, both online, in-house and in the community.

This position is responsible for maintaining service standards as established by the Library Director. All duties are performed in a patron-centered environment, making certain that services are delivered effectively, efficiently, and professionally to all users of the South Portland Public Library.

All responsibilities require creativity and strong organizational and interpersonal skills. Teamwork and ability to promote positive, respectful public and workplace relations must be demonstrated.

SUPERVISION RECEIVED:

This position reports to the library's Youth Services Librarian (regarding library services) and the Library Director (for the publicity portion of the role).

SUPERVISION EXERCISED:

This position may occasionally supervise library volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Promotes a positive, welcoming, respectful and safe environment in all areas and functions of the library by maintaining a customer-centered service focus
- Assists patrons locating and selecting library materials
- Assists patrons in the use of the library's computers and systems
- Answers telephone inquiries
- Shelves library materials
- Collaborates with community organizations and groups, including schools, clubs, etc.
- Participates in all areas of programming and services, with a particular focus on the preteen/teen population
- Participates in collection development and maintenance, including the organization of collections

and presentation of library holdings in manners which enable and encourage accessibility and use, with a particular focus on the preteen/teen population

- Responds appropriately to readers' advisory and reference questions
- Creates, coordinates and implements publicity and promotional messaging throughout the library department, including online, print and in-house postings.
- Uses circulation management system for reporting statistics, maintenance of patron records, and collection development
- Work may include circulation desk activities and work in areas of the library outside of the Youth Services department.
- Adheres to, supports, and enforces Library and City policies
- Performs other duties as assigned

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Possesses a positive, dynamic and outgoing personality with a progressive attitude toward library services, showing energy, enthusiasm, creativity, initiative, friendliness, and a commitment to excellence in service
- Communicates effectively with all library users and staff in a respectful and professional manner
- Establishes and maintains effective working relationships with library and city employees, supervisors, and the general public
- Makes decisions based on or consistent with library policies and philosophies
- Possesses skills in the use of social media, graphic design and desktop publishing
- Possesses strong attention to detail, particularly with numbers related to statistical reporting and financial accounting
- Demonstrates excellent verbal and non-verbal communication skills, including the ability to give coherent directions and instruction
- Possesses ability to work independently, exercising initiative and judgment
- Demonstrates ability to do library research/reference work
- Must be comfortable and competent in using computers and other technologies, and able to learn new systems and applications

MINIMUM QUALIFICATIONS:

Baccalaureate degree required. Previous public library or other related customer service experience is strongly preferred. Familiarity with automated library circulation systems is a plus.

PHYSICAL DEMANDS:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee may be required to push, pull, lift, and/or carry up to 20 pounds. The noise level in the work environment is usually moderately quiet.

Hours of work are as necessary to accomplish the position's responsibilities, which will include evening and weekend hours and may be at either of our two service locations. Regular attendance is a pre-requisite to maintaining the position.

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions provided that such reasonable accommodations do not pose an undue hardship for the City.

The above statements are intended to describe the general nature and level of work performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

External and internal candidates, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential functions (as listed) either aided or with assistance of a reasonable accommodation to be determined by management through the interactive process on a case by case basis.