

TITLE**Special Needs Resource Librarian****JOB CLASSIFICATION**

Grade 320 – Specialist Tier Librarian, Exempt

HOURS

Full-Time (40 Hours). Evening and weekend hours required. Required to adapt to future schedule changes, given departmental and library-wide needs.

REQUIREMENTS*Education/Experience*

Master's degree in Library Science from an American Library Association accredited university required. One to three years of public service library experience preferred. One to three years of experience working with individuals with special needs preferred.

Knowledge/Skills

Thorough knowledge of principles, theories and concepts of library science, as well as of standard print and online reference resources, is required. Excellent command of children's literature, particularly for the young child, and a strong commitment to serving children, young adults, and their families is essential. Ability to work with the Windows based operating system, word-processing, spreadsheets, email, and library software programs at a highly proficient level as well as comfort, familiarity, and basic usage skills for new information technologies. Strong written, verbal, customer service and interpersonal skills are required. Ability to communicate and function effectively in a team-oriented environment is critical.

Working Conditions

Works primarily inside the library. Provides book talks and/or program information to both children and adult groups outside of the library on a regular basis. Occasionally attends meetings or training sessions outside of the library. Lifts and moves light library materials and equipment.

REPORTS TO

Youth Services Manager

POSITION(S) SUPERVISED

None

BRIEF DESCRIPTION*BASIC SUMMARY*

Westlake Porter Public Library's mission is to educate, empower, enlighten, and excite the public by serving as an active community center and premier knowledge provider that welcomes people of all abilities. **This position supports this mission by: 1) researching, developing, collecting and expanding the services provided to individuals with special needs 2) assisting patrons determine their alternatives, locate materials or information and understand how to use the materials, equipment and processes in the library, and 3) providing accurate, timely information, materials, and referrals in a courteous and expedient manner.**

ESSENTIAL JOB DUTIES

% Time

Special Needs Services**60%**

- **Collection Development**

Oversees collection development of print, video, audio books, and electronic resources for children and those caring for, or working with them. Maintains a quality collection through appropriate selection of new materials from a variety of resources and thorough weeding. This entails an ongoing assessment and analysis of children's reading and information needs; analysis of detailed collection turnover rates and hold ratios; awareness of local school needs, vigilant scanning of review journals and familiarity with popular authors and subject areas.

- **Programs and Services**

Develops, plans and implements programs and services for the special needs population, including the adult special needs population, through continuous community analysis, observations and objective needs assessment. Works with outside organizations to provide specialized programming such as music therapy or adult support group meetings. Ensures that the library is an active learning environment, advocating for the literary needs and appropriate development of this segment of the community.

- **Marketing and Community Outreach**

Aggressively markets the library's collection and services with an emphasis on special needs services. Facilitates both internal and external communication and public relations for special needs programs and services through all available print, non-print, and electronic means. Arranges for in-house marketing through displays, printed materials, signage, web page visibility, and utilization of other marketing tools. Liaises with and speaks to community groups involved in special needs services, such as teachers, school district personnel, Connecting for Kids, daycare organizations, PTA groups, etc.

Shares program updates, current newsworthy items, and new trends with the Youth Services Department and the entire library staff, advocating for the special needs population, ensuring the effective utilization of the services provided, and promoting the creative exchange of information and ideas.

- **Project Planning and Implementation**

Utilizes project management skills to help plan, implement and coordinate complex or multi-faceted projects such as preschool and daycare visits to the library, summer reading program promotions, special grant projects, etc.

Youth Services**35%**

- **Public Service/Customer Service**

Assists library patrons in locating materials or information to meet their informational needs. Instructs individuals in the use of the public catalog, library materials and equipment and in library policies and procedures. This may occur on a one-to-one or group basis, including school visits and other tours.

Ensures provision of polite, attentive, exuberant customer service to children and adults using the YS area and its services. Models and reinforces excellent customer service skills. Handles customer suggestions and complaints in the YS area in the absence of the department manager. Explains library policies and overall service philosophy to concerned customers. Refers incidents when appropriate and necessary.

- **Readers' Advisory**

Provides readers' advisory and reference services to children and those caring for them or working with them. Serves as an advocate for youth services through reading, learning and literacy skills. Encourages the love of reading and of lifelong learning which requires an awareness of diverse materials for a variety of ages.

- **Administration**

Supports the overall mission of the Library, as well as that of the Board of Trustees, with the administrative priorities of the library. This includes fulfilling planning responsibilities, submitting budget needs requests, implementing expenditures in an efficient and accountable manner, and utilizing objective, analytical, problem-solving and consensus-building skills to contribute to decisions affecting both the Youth Services Department and overall library services.

Other –LIC**5%**

- Serves as a Librarian-in-Charge in the absence of the Director, Assistant Director, or other senior librarians. Duties include responsibility for opening and/or closing of the library building, handling patron complaints, handling and reporting unusual incidents, dealing quickly and effectively with security and safety issues and emergencies, and handling crisis situations and media encounters.

Communication and Teamwork**Ongoing**

- Serves as a positive member of the Youth Services Team to initiate, maintain and/or implement effective, efficient, innovative, customer-oriented service to the public and other library staff members.
- Keeps informed of library activities and policies by attending general staff meetings, attending and helping to plan regular department meetings, and by participating in workshops or training offerings when appropriate and as requested or required.
- Performs miscellaneous related additional duties as needed by the library and assigned by the department manager.

PHYSICAL DEMANDS CHECKLIST

PHYSICAL STRENGTH FACTORS:

- Lifting Yes No
- Pushing Yes No
- Pulling Yes No
- Carrying Yes No
- Reaching Yes No
- Gripping Yes No
- Does job require reaching above shoulders?
 Yes No
- Does job require reaching to floor level?
 Yes No

If yes, list maximum weight: 25 pounds

PHYSICAL MOBILITY FACTORS:

- Throwing Yes No
- Sitting Yes No
- Standing Yes No
- Walking Yes No
- Climbing Yes No
- Stooping/Bending Yes No
- Crouching Yes No
- Kneeling Yes No
- Crawling Yes No
- Twisting Yes No
- Balancing Yes No

SENSORY/PERCEPTUAL FACTORS:

- HEARING:**
- Conversation Yes No
 - Sounds Yes No
- VISION:**
- Far Yes No
 - Near Yes No
 - Color Yes No
 - Depth Yes No
- PERCEPTION:**
- Spatial Yes No
 - Form Yes No
 - Feeling Yes No

WORK ENVIRONMENT:

- Inside Work Yes No
- Outside Work Yes No
- Hot/Cold Yes No
- Fumes Yes No
- Traveling Yes No
- Working Alone Yes No
- Working in a Group Yes No
- Interacting with the Public Yes No

HAZARDS:

- Machines Yes No
- Electrical Yes No
- Sharp Tools Yes No
- Slippery floors Yes No
- Congestion Yes No
- Heat/Cold Yes No
- Dust/Vapor Yes No

OPERATE:

- Equipment Yes No
- Telephone Yes No
- Computer Yes No

ACCESSIBILITY FACTORS:

- Doors Yes No
- Aisles Yes No
- Tables Yes No
- Telephones Yes No
- Staff Room Yes No
- Bathrooms Public Yes No
- Drinking Fountain Yes No
- Parking Yes No