

Youth Services Choice Coordinator (part-time): Hartford Public Library

seeks creative and flexible individual for providing effective access to resources, information and ideas, and acts as a point of contact for all school of choice services, programs, and applications, including Regional School Choice Office (RSCO) issues, Sheff vs. O'Neil related lotteries and applications, and Hartford choice programs.

Evening and weekend hours are required.

Minimum requirements:

Bachelors Degree in a related discipline required; Masters Degree in Library Science or Education from an accredited program helpful but not required.

Previous experience working with youth and families required.

Previous experience in customer service.

Previous library experience highly desirable.

Previous supervisory/managerial experience required, preferably in a service organization.

Bilingual preferred.

Full requirements, job description and application are available online at <http://hplct.org/about/job-openings> or Administrative Office, Hartford Public Library, 500 Main Street, Hartford, CT 06103. A completed signed application must be received in order to be considered for this position. **Position open until filled.**

Hartford Public Library requires a Criminal Background Check and Pre-employment Drug Testing on applicants who are selected as a finalist for the position. Applicants will be provided a copy of any positive drug test results. A criminal record does not necessarily eliminate you from employment with Hartford Public Library. Each conviction will be reviewed with respect to the offense, circumstances, seriousness and the position for which you apply. **E.O.E.**

Scroll down for full job description

Youth Services Choice Coordinator

Salary Schedule: G- V
position

Non Bargaining Unit

Reporting to the Youth and Families Services Director, the Youth Services Choice Coordinator is responsible for supporting the Hartford Public Library's mission and core values. This includes providing effective access to resources, information and ideas, and coordination of all Choice family services, programs and training.

DUTIES AND RESPONSIBILITIES

PUBLIC SERVICE

- Acts as a point of contact for all school of choice services, programs, and applications, including Regional School Choice Office (RSCO) issues,

Sheff vs. O'Neil related lotteries and applications, and Hartford choice programs.

- Answers reference questions, performs readers' advisory services, and works public service desks.
- Promotes community use of the library and RSCO services by speaking to community groups and through other community contacts.
- Provide both large scale and individual services for parents.
- Develops and presents library sponsored programs for all age groups with an emphasis on school of choice based family programs.
- Plan, develop, document and market school of choice services.
- Required participation in RSCO and other school of choice training opportunities.

STAFF DEVELOPMENT

- Promotes an environment that encourages input from all staff, sets high standards and encourages all library staff members to provide exceptional customer service.
- Provide RSCO training to staff.
- Maintains accurate work records.
- Enforces established policies, rules and regulations, standards of conduct and work attendance. Ensures adequate staffing on public desks.
- Maintains open communication with all staff.

ADMINISTRATIVE

- Directs and coordinates the activities of the Choice location in conjunction with the overall policy and regulations of the Library.
- Prepares statistical reports as requested monthly and annually.
- Prepares daily, monthly, and annual reports as required.
- Participates in the overall administration of Hartford Public Library through committee or taskforce assignments.
- Maintains an inventory of supplies and prepares a supply request at regular intervals.

PROFESSIONAL

- Maintains current knowledge in library principles and practices, education standards and public education opportunities.
- Reads professional journals regularly.
- Maintains proficient level of knowledge in RSCO and other school choice opportunities.
- Serves on professional and community committees/boards where appropriate

POSITION QUALIFICATIONS

- Bachelors Degree in a related discipline required; Masters Degree in Library Science or Education from an accredited program helpful but not required.
- Previous experience working with youth and families required.
- Previous experience in customer service.
- Previous library experience highly desirable.
- Previous supervisory/managerial experience required, preferably in a service organization.

NECESSARY KNOWLEDGE, SKILLS and ABILITIES:

- Considerable knowledge of staff management. Strong commitment to working within a team management structure as well as work independently within the parameters of the library's priorities.
- Considerable knowledge of the public education system including the portfolio and choice systems.
- Strong commitment to public service.
- Strong communication and public relations skills.
- Ability to relate to children, teens and families in a diverse environment.
- Knowledge of selection and classification of library collection helpful.
- Thorough knowledge of the principles and practices of modern library systems and programs.
- Strong computer skills with expertise in word-processing, spreadsheet and database programs.
- Ability to maintain and track data of clients served, provide technical assistance, and recommend enhancements to available services.
- Valid Connecticut driver's license or ability to obtain upon employment.

OTHER SKILLS, ABILITIES, AND KNOWLEDGE

- Multi-task oriented
- Flexible in work habits
- Excellent organizational skills
- Energetic, motivated, and creative professional with strong service orientation
- Ability to work well as a team leader and team member as well as ability to work independently
- Ability to deal tactfully and courteously with all ages of people in a public service context and with professional colleagues
- Ability to attend meetings and conferences as required by the Library or as dictated by professional commitment
- Ability to read and comprehend documents, technical journals, library policies and procedures
- Ability to design, develop, and proofread written and visual materials
- Ability to work nights and weekends
- Language Skills

- Ability to express ideas clearly and concisely, both orally and in writing.
 - Ability to effectively present information to other employees of the organization and the public
- Mathematical Skills
 - Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals
- Reasoning Ability
 - Ability to apply common sense understanding to carry out written and oral instructions.
- Bilingual speaker strongly preferred

PHYSICAL DEMANDS

- Ability to work a varied schedule, including evenings and weekends, to attend meetings and events.
- May need to lift boxes, crates or pieces of equipment weighing up to 50 pounds