



December 21, 2011

POSITION AVAILABLE

Youth Services Coordinator (full-time)
Public Services
Allen County Public Library

RESPONSIBILITIES: Responsible for selecting juvenile and young adult materials, developing meaningful children's and young adult programming, and promoting Library services to children and young adults throughout the county. Assignments are received in the form of broad goals and areas of responsibility; there is substantial latitude for independent action in setting objectives and deciding how to proceed.

REQUIRED QUALIFICATIONS: **ALA-accredited master of library science degree with at least five years of increasing responsibility in services to children. Extensive knowledge of children's and young adults' literature, current issues, and trends in library services to youth.** Strong interpersonal, communications and management skills to enable effective interaction with children and young adults of diverse backgrounds. Knowledge of and ability to act as an advocate for youth's needs to library administrators, staff, and the public. Problem-solving ability sufficient to maintain a coordinated, cooperative working relationship with agency managers, children's specialists, and other staff. Strong, positive, proactive service philosophy. Cooperative spirit, reliability, enthusiasm, friendliness, energy, resourcefulness, initiative, tact, good judgment, and a sense of humor are essential. **Schedule will include a variety of day, evening and weekend hours.**

If job is accepted, must apply for and maintain Indiana Librarian Certification, earning 50 LEU (Library Education Units) within five years.

PREFERRED SKILLS & ABILITIES: Bilingual ability in Spanish or an Asian language is desirable but not required.

COMPENSATION: Salary negotiable depending on experience. Health, dental, vision, life and long-term disability plans. Cumulative sick leave. Library-paid retirement fund. Personal business leave. Four weeks vacation. Deferred compensation plan (457). Federal credit union. Employee Assistance Program (EAP). Variety of voluntary insurance plans, including long term care. Flexible spending account. Free parking. Relocation allowance.

APPLICATION: To complete an application for this position, please click on this link:
<https://home.eease.adp.com/recruit/?id=1111931>

Equal Opportunity Employer

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It does not constitute either an expressed or implied contract.*