



## **HARNEY COUNTY**

### **Youth Services Coordinator**

#### **Part – TIME**

**Days / Hours:** 20 hours per week (flexible schedule, possible evenings and weekends)  
**Salary/Benefits:** \$16.36 per hour

#### **PURPOSE OF POSITION:**

Promote reading and literacy to children and families by providing programs that reach different age and ability levels in consideration of community needs and desires. Heighten community awareness of Youth Services at the library. Locate and acquire youth services funding.

#### **ESSENTIAL JOB FUNCTIONS:**

- Create and facilitate literacy programs for youth and families including planning all aspects of each program and keeping records/statistics.
- Seek supplemental funding.
- Promote programs.
- Complete reports necessary to maintain OSL grant and other funding.
- Collection development.
- Assume circulation clerk duties on an as needed basis, including assist library patrons with library card applications, answer questions, oversight and troubleshooting of public use computers, collect fees, explanation of library programs. Maintain a positive public contact with general public.
- Follow all rules of professional ethics and confidentiality regulations.
- Follow all safety rules and procedures for work areas.

#### **Mandatory Requirements**

- Working knowledge of computers, office software, and internet usage;
- Basic research procedures
- Good customer service skills
- Ability to work, manage time and complete projects
- High school education and one (1) year library experience or combination of education and training which demonstrates the knowledge, skills and abilities to perform the above duties.

#### **Preferred, but not required:**

- Knowledge of child development;
- Experience in program creation and facilitation, evaluation, and enhancement;
- Ability to maintain program creativity on limited funds.
- Associate or Bachelor's degree with emphasis on library science from an accredited university.

**Application Closing Date and Time:** December 30, 2021 Obtain an employment application and full job description from Human Resources, by email at [deanna.atwell@co.harney.or.us](mailto:deanna.atwell@co.harney.or.us) or call 541-573-8373, The application is also available on the Harney County website under the Human Resource Department.

**Harney County is an AA/EEOE.**