



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Youth Services Assistant**
Jurisdictional Class: Competitive
Civil Division: Seymour Public Library District
Adoption: CSM 11/12/14
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

Under general direction of a Librarian, the Youth Services Assistant plans and presents programs for children and families, assists library customers in the use of library services, assists with collection development, and works closely with other staff in support of library operations. Does related tasks as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides consistence and continuity in customer service at the youth services desk;
Maintains a library atmosphere that is welcoming for children and families;
Plans and provides diverse and creative programs for infants, toddlers, preschoolers, school age children, teens and their families and caregivers to support literacy and creativity;
Assists Librarian in completing Youth Services goals/projects related to the library's strategic plan;
Assists with maintaining the circulating children's and teen's collections in collaboration with Youth Services professional staff;
Creates and replenishes promotional displays;
Assists Librarian to plan, promote and provide outreach services for area schools, preschools, daycares and community organizations;
Prepares booklists, website information, and promotional literature as assigned;
Maintains familiarity with juvenile and young adult literature.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of how to interact with children and families;
Good knowledge of children's literature;
Good knowledge of library philosophy practices and policies;
Working knowledge of library computer system, internet searching, email and basic word processing;
Skills in providing excellent customer services;
Ability to perform basic computer troubleshooting skills;
Ability to work independently;
Ability to tolerate ambiguity and adapt to change;
Ability to use creative problem-solving approaches to optimistically focus on customer's needs with encouragement;
Ability to work with an open mind;
Ability to be sensitive to the feelings of others;
Tactfulness and courtesy;

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or NYS registered college with an associate's degree or higher level in Nursery Education, Child Care, Early Childhood Development, or closely related field **AND** one year of full-time paid experience (or part-time equivalent) working with youth; **OR**
- (B) Completion of 60 credit hours at a regionally accredited or NYS registered college or university **AND** three years of full-time paid experience (or part-time equivalent) working with youth; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma and a Child Development Associate credential **AND** four years of full-time paid experience (or part-time equivalent) working with youth; **OR**
- (D) An equivalent combination of training and experience as outlined by the limits of A, B, and C above.