

HEAD OF YOUTH SERVICES

Department: Library
Division: Youth Services
Appointing Authority: Library Director

Grade: 10
Revision Date: 8/19
Bargaining Unit: C

Definition:

Supervisory and administrative duties in the management and operation of the Youth Services Department of a municipal library, including developing, implementing, directing, delivery and evaluation of effective library service for children aged birth to 14 years. All other related work as required that is logical to the position.

Supervision:

Works under the policy direction of Library Director and the Board of Trustees.

Reports directly to and works under the supervision of the Library Director, but functions independently in accordance with departmental operating procedures. Special projects may be assigned by the Director or Assistant Director.

Supervises up to 5 employees, volunteers, and interns within the Youth Services Department.

Environment:

Varied work in a multi-task environment. Duties are performed under typical library/office conditions. Operates standard library/office equipment.

Engages in high level of contact with a diverse general public and with co-workers, as well as school administrators and teachers, city employees and committees, Trustees, and Friends of the Library.

Errors in judgment or duties may cause an adverse impact on public opinion and/or employee morale; may have legal or financial repercussions; and may result in waste of public funds and lower standards of library service.

Essential Functions: *(The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Manages all aspects of the Youth Services Department, including planning, implementation, and daily operation of library services for children.

Evaluates, selects and maintains the library's collection of materials for children aged birth to 14 years.

Plans and conducts programs for children including regularly scheduled story hours, reading clubs, and vacation programs. Organizes and executes a Summer Reading Program for children.

Provides reader advisory advice to children and parents. Prepares lists of recommended reading, viewing, and

listening materials. Provides reference assistance to children, parents and teachers. Visits school classes upon request, and hosts in-library class and other group visits (i.e.: homeschoolers, camps, ESL, etc.).

Performs daily circulation routines at the children's circulation desk. May be required to fill in at the adult circulation desk as needed.

Supervises support staff in the Youth Services Department. Trains new staff in various computer uses, C/W MARS network rules, and children's room policies and procedures.

Researches grant opportunities to supplement the Youth Services Department budget and/or services. Applies for grants and administers them when received.

Evaluates and makes recommendations to the Director regarding the library's programs and services to children aged birth to 14 years. Keeps Director informed of emerging trends or technologies in youth services that could impact overall library service. Ensures that departmental services are efficient and effective, and that exemplary customer service standards are met. Contributes ideas towards development of general library policies or procedures to improve overall operational functioning.

Maintains and updates skills and knowledge of library services and trends, especially as they relate to youth services, by attending professional meetings, workshops, and other continuing education opportunities, and by reading professional literature.

Minimum Qualifications:

Education and Experience:

MLS from an ALA accredited library school with emphasis on youth services; three years of experience in children's public library service; or, a combination of education and experience that enables performance of all aspects of the position. Supervisory experience required.

Knowledge, Ability and Skill:

Requires an understanding and enjoyment of children and young adolescents, aged birth through 14 years; a working knowledge of children's literature; excellent organizational skills in order to plan, promote, and conduct activities; ability to manage children's behavior issues; ability to manage large groups. Must be intuitively aware of safety issues in and outside the building.

Ability to present ideas, provide instructions, and perform story-telling and other presentations. Ability to develop public relations materials, including flyers and posters.

Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required; knowledge of Internet and electronic data base; Familiarity with MUNIS and other database programs.

Ability to express ideas clearly and concisely, orally and in writing. Ability to multi-task.

Ability to deal in an effective and courteous manner with members of the general public. Ability to establish and maintain effective cooperative and positive working relationships with co-workers. Requires effective communication skills.

Must perform all aspects of job responsibilities with honesty and integrity.

Physical Requirements:

Varying physical effort required under typical office conditions include regular sitting, standing, talking, walking, and mental concentration for extended periods; intermittent moderate effort required for tasks such as moving book carts, files, books or other library printed materials up to thirty (30) pounds. Requires the ability to operate a keyboard and view computer screens and the ability to adjust focus and read small print. Hearing ability requirements include telephone duties and the ability to interact with co-workers and the general public.

Must be able to stoop, kneel, bend, reach forward and above the head; lift books and other materials; bend and extend reach for such tasks as shelving books or emptying book drop; may spend extended periods at computer terminal, on telephone, or operating other tools requiring eye-hand coordination and finger dexterity.

Special Conditions:

Must successfully pass CORI/SORI checks; may involve some night or weekend work as assigned.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Approved:

EXECUTED 8/29/2019 AND ON FILE IN THE HR DEPARTMENT

Human Resources Director

Date

Revision History: 8/19

Department Head

Mayor

['C' Review: _____]