

JOB DESCRIPTION



JOB TITLE: Head of Youth Services

CLASSIFICATION: Department Head

STATUS: Exempt

REPORTS TO: Library Director

JOB SUMMARY: Responsible for the operation of the Youth Department including planning, development, and evaluation of department functions and staff.

ESSENTIAL FUNCTIONS:

- Plans, directs, and evaluates Youth staff and projects.
- Schedules staff.
- Supervises the development and implementation of youth programming.
- Serves as liaison to area schools and other community youth organizations.
- May function as staff person in charge of building.
- Assists with budget planning and is responsible for tracking expenditures.
- Oversees and participates in collection development and collection maintenance.
- Gathers and analyzes statistical data.
- Supervises the Youth Services volunteer program.
- Assists patrons in the full use of the library and its resources including reference and RA service.
- Engages in professional development relevant to circulation services, including reviewing current professional journals, attending professional workshops and meetings, and communicating with peers in other library settings.
- Ensures comfort and safety of patrons in the building by maintaining high awareness regarding building conditions.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Library-related technology, equipment, software, and digital resources.
- Knowledge of recreational and educational needs of children and young adults.
- Knowledge of current trends in library services for children and young adults.
- Knowledge of alphabetic and decimal numeric filing rules.
- Excellent organizational, interpersonal, and communication skills in a team environment.
- Excellent customer service skills.
- Ability to be accurate, detail-oriented, and efficient in the performance of assigned duties.
- Ability to follow written and verbal directions.
- Ability to effectively communicate orally and in writing.
- Ability to exercise leadership and provide direction.
- Ability to exercise reasonable and independent judgment and discretion.
- Ability to adapt to and effectively implement change.

QUALIFICATIONS:

- Master of Library and Information Science.
- Minimum two years of experience in a library and one year in a supervisory role.

Reviewed: 7/2/17

Revised: 7/2/17