

T. B. Scott Library

Job Description

Job title: Head of Youth Services
Status: Exempt
Reports to: Library Director
Last revised: Summer 2021

Position Summary

Responsible for the overall operation of the Youth Services Department. Duties include supervision of Youth Services employees and volunteers, programming, collection development, reference and readers' advisory, and serving on the library's management team.

Principal Duties and Responsibilities

- Oversee staffing functions and issues including: assisting in selection and training of employees, approving/coordinating time-off requests, conducting performance appraisals, adequately documenting performance throughout the year, and delegating authority as appropriate. Foster professional growth and development of staff members. Meet with regularly for planning and problem-solving.
- Assist in development of annual department budget. Monitor monthly financial and statistical reports.
- Review, recommend, and select acquisitions including books, videos, and other media. Maintain collection through regular examination and periodic weeding.
- Present and supervise programming relevant to the department, including program planning, publicity, presentation, and evaluation.
- Apply principles of diversity, equity, and inclusion to foster an environment that is accessible and welcoming.
- Keep current with developments in the library field and use this knowledge in planning and evaluation of collections, programs, and other services.
- Make recommendations to the Director concerning library services, programs, policies, and procedures.
- Develop departmental goals and objectives.

Additional Duties and Responsibilities

- Provide reference, readers' advisory, and circulation at public service desks.
- Serve as Emergency/Disaster Team and Technology Committee member.
- Write grant funding proposals, when appropriate, to enhance departmental collections and services.
- Secure funding for library programs and prizes, including the Summer Library Program.

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- In cooperation with colleagues, maintain the safety and security of the library and library grounds.
- Represent the library on professional committees as appropriate.
- Promote school/public library collaboration and actively develop community relationships and partnerships to promote, develop, and enhance library services.
- Participate in staff, departmental, and management team meetings as scheduled.
- Perform other duties as may be necessary to fulfill the responsibilities of this position.

Work Relationships

- Reports to: Library Director
- Supervises: Directly or indirectly, all staff within the Youth Services Department
- Scope of Work Relationships: Daily contact with Library Director, staff, and library patrons. Frequent contact with other library professionals, vendors, and general public. Has regular access to highly confidential staff and personnel information.

Performance Standards

- Support the mission of T. B. Scott Free Public Library.
- Provide superior customer service to children ages birth – 18, their caregivers and family members, and the community at large.
- Follow all guidelines on confidentiality of records.
- Promote the teamwork concept within the library.
- Accept decisions and work enthusiastically toward achieving goals even when the decision diverges from an individual's personal opinion.
- Complete work in a timely manner while maintaining the quality, accuracy, reliability, and thoroughness of the work product.
- Treat patrons and colleagues with respect.
- Follow library policies and procedures.
- Demonstrate an awareness of library-wide operations.
- Stay informed of youth culture.
- Develop and maintain fluency in established and emerging technologies.

Knowledge, Skills and Abilities

Education, Training, and Experience: Required: bachelor's degree or equivalent; at least two years of experience working in libraries; at least two years of experience working with children. Preferred: Master of Library Science (MLS) or equivalent degree; supervisory experience.

Skills/Abilities:

- Understand and apply Library Board policies as well as state and federal laws affecting library administration.
- Compose general business correspondence and reports. Maintain competency and fluency with standard productivity software, e.g., Word and Excel.

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- Develop press releases and other written publicity, posters and other visual publicity, and press material suitable for broadcast media to promote department services, programs and events in local and regional newspapers, radio and television outlets, community organizations including local schools, and social media, e.g., Facebook and Twitter.
- Use common sense and problem-solving skills.
- Prioritize work and effectively manage staff.
- Demonstrate effective oral and written communication skills, with the ability to communicate and interact professionally with a wide variety of people, dealing effectively with both pleasant and difficult staff, patron, and community situations.
- Demonstrate willingness to learn and improve skills.
- Display leadership qualities.
- Provide vision for new ideas and improvements in both current and future services.
- Demonstrate knowledge of library resources, both physical and electronic.
- Adapt to change as needed.

Working Conditions

Job Conditions/Work Location: Work is performed in a pleasant library environment with minimal chance of personal injury. Work hours are generally from 8:00 a.m. to 5:00 p.m. but may include an evening and weekend hours on a rotational schedule. Infrequent overnight, out-of-town travel may be required.

Physical Requirements: Sitting/standing for long periods of time required. Mobility to talk with patrons and staff throughout the day. May, at times, be required to lift and carry 30 pounds of materials or equipment or push/pull 100 pounds.

Equipment Used: Ordinary office equipment such as staff and patron computers, copiers, scanners, and printers, and telephone. May also be required to use microfilm and microfiche reader/printer.

Employee Acknowledgement

This job description describes the general nature and level of work performed by the employee in this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties. All requirements are subject to change over time and to modification to reasonably accommodate disabilities.

Employee's signature

Date