

Job Description Head of Youth Services - Exempt 40 hours per week

Typical Responsibilities of Position

Under administrative supervision, directs the activities of a library department or service, such as children's and young adult services, circulation, interlibrary loan or technical services.

Duties/Examples of Work

1. Plans, organizes and conducts library services and programs in areas of children's and young adult services, circulation, interlibrary loan and/or technical services.
2. Advises the library director in regard to policies and procedures in area of responsibility; writes reports and recommendations; implements decisions.
3. Develops subject areas in the library materials collection, selects materials for purchase and maintains the collection.
4. Assists in library technology planning, implementation and management.
5. Interviews applicants for hire and makes recommendations to the library director.
6. Supervises and trains library support staff.
7. Confers with community groups in an advisory capacity.
8. Conducts library tours, presents programs to local groups and performs other outreach activities for library patrons and community organizations including schools.
9. Promotes library services through various types of publicity.
10. Catalogs library materials and maintains accuracy of the public catalog.
11. Provides reader's advisory, reference and other patrons assistance services.
12. Provides backup assistance at a service desk.
13. Carries out library policies and procedures.
14. Compiles statistical information on area of service.
15. Serves on professional and library system committees as assigned by the director.
16. Serves as the Acting Director in the absence of the Library Director.
17. Performs light housekeeping.
18. Performs other related work.

Knowledge and Abilities

1. Ability to effectively present information and respond to questions from patrons.
2. Ability to gather statistics, analyze information and write reports.

3. Ability to identify problems and opportunities, review possible alternative courses of action and utilize information and resources for decision-making purposes.
4. Ability to perform cataloging, classification, reference work and materials selection.
5. Ability to plan, organize and carry out a program of library service for a designated area.
6. Ability to plan, organize, train, supervise and evaluate the work of library employees.
7. Ability to maintain confidentiality of library patron information.
8. Ability to use computer software and manage computer technology.
9. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
10. Advanced knowledge and understanding of literature in a subject area and of basic library principles, procedures, technology, goals and philosophy of services.
11. Mobility: travel to meetings outside the library.
12. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
13. Willingness to maintain skills in the above-mentioned areas through active participation in appropriate continuing education activities.
14. Professional use of English grammar and spelling.
15. Spanish language knowledge desirable.

Physical Demands of the Position

1. Ability to work in confined spaces.
2. Bending/twisting and reaching.
3. Far vision at 20 feet or further; near vision at 20 inches or less
4. Fingering: keyboarding, writing, filing, sorting, shelving and processing.
5. Handling: processing, picking up and shelving books.
6. Lifting and carrying: 50 pounds or less.
7. Pushing and pulling: objects weighing 300-400 pounds on wheels.
8. Sitting, standing, walking, climbing, stooping, kneeling and crouching.
9. Talking and hearing; use of the telephone.

Mental Requirements

1. Ability to apply technical knowledge.

2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
3. Ability to deal with abstract and concrete variables.
4. Ability to interpret technical regulations and instructions.
5. Analytical Skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
6. Communication Skills: effectively communicate ideas and information both in written and verbal form.
7. Creative Decision-making: effectively evaluate or make independent decisions based upon experience, knowledge or training.
8. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the aid of the calculator.
9. Planning and Organization Skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
10. Problem-solving Skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; and refer problems to the library director when necessary.
11. Reading Ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
12. Time Management: set priorities in order to meet assignment deadlines.

Environmental/Working Conditions

1. Flexible work hours; frequent evening and weekend hours.
2. Inside work environment.

Equipment Used

Audiovisual equipment, book truck, building security systems, calculator, camera, cash register, cassette players, copy machine, fax machine, library automation system, microfilm/fiche reader/printer, telephone/TDD/TTY, typewriter.

Education and Experience

1. Master of Library Science from an American Library Association accredited institution or equivalent education