



## **Redford Township District Library invites applications for the position of Head of Youth Services**

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The Redford Township District Library (Redford, MI) believes in connecting our customers with the books they love, information they need and the world they live in. RTDL is currently welcoming applications for a Full-Time Head of Youth Services. We are looking for someone to join our team who can help us serve the community through their leadership, creativity, and passion for connecting people to the transforming power of knowledge.

Here's what you'll need to be:

- Tactful at leading and motivating a team
- Proficient in working with computers
- Energetic with a passion for providing excellent customer service

\$47,000 – \$65,554 annual beginning salary depending on experience, with great benefit package available. Redford Township District Library is an equal opportunity employer.

Applications will be accepted until the position is filled, but those received by March 15<sup>th</sup>, 2018 will receive first consideration. Interested individuals should forward a cover letter, resume and completed application to [jobs@redfordlibrary.org](mailto:jobs@redfordlibrary.org).

Download our application here: [http://redfordlibrary.org/images/pdf\\_Home/rtdl\\_employment\\_application.pdf](http://redfordlibrary.org/images/pdf_Home/rtdl_employment_application.pdf)

**Job Title: Head of Youth Services**

**Status: Non-exempt**

**Starting Wage: \$47,000 – \$65,554**

**Hours: 40 hours per week (includes evenings, Saturday and/or Sunday)**

**Supervisor: Library Director**

**Posting Date: February 16<sup>th</sup>, 2018**

**Closing Date: Until filled**

### **Job Summary**

The primary responsibility of this position is to oversee 1 full-time and 4 part-time Youth Services Staff and manage all aspects of the Youth Service Department.

### **Examples of Work**

- Supervise and oversee all operations of the library's Youth Services Department
- Participate in school and community events as a representative of the Library
- Demonstrate and model excellent internal and external customer service
- Oversee all programming for youth and their caregivers
- Manage the allocation of resources for Youth Collection Development
- Responsible for Youth Services staff scheduling, training & development
- Carry out goals that align with RTDL's strategic plan.
- Work collaboratively with community organizations
- Actively participates in library planning and development
- Other duties as assigned

### **Minimum Training and Experience**

- Completion of an ALA accredited MLS
- Minimum three years of professional library experience in youth services
- Minimum one-year supervisory experience
- Proactive, positive public service oriented and excellent communication skills
- Proven ability to work collaboratively with outside organizations, including schools

### **Other Requirements:**

This position requires:

- The ability to analyze and resolve problems, organize tasks, set priorities, achieve goals, maintain records, and facilitate positive relationships with staff and patrons.
- The ability to communicate effectively verbally and in writing with a diverse population, both within and outside of the library.
- The ability to sit or stand for extended periods of time in the performance of the duties associated with this position. Lifting objects weighing up to 50 pounds without assistance is also required. The ability to access, input, and retrieve information from a computer is essential to this position.

This is not intended to be a contract or an all-inclusive list of duties. Employees may be required to perform other duties necessary to meet the on-going needs of the Redford Township District Library.