



# Lincoln Township Public Library

## Job Description

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<b>Job Title:</b>	Head of Youth Services
<b>Reports to:</b>	Director
<b>Supervises:</b>	Youth Department Staff
<b>Pay Range:</b>	\$39,500 – \$47,850; dependent on experience/education level
<b>Status:</b>	Exempt; Full-time, 40 hours/week, benefits included.

## Job Summary

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Under the direction of the Director, the Head of Youth Services focuses the activities of their staff team; leads the department in providing programs, services, and collections that educate and entertain children and families; and addresses and promotes infant, child, and adolescent learning and development in library services. This person enjoys collaboration, is a team builder open to innovation, and establishes a welcoming, supportive, and functional environment for youth, their caregivers, and department staff.

## Duties & Responsibilities

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1. Promote literacy, the Library, and its services through the coordination of department programs, services, and collections.
2. Establish a welcoming, supportive, and functional environment for department staff and youth and their caregivers.
3. Direct, supervise, and support the daily operation of the department. Assign appropriate tasks, projects, and additional duties as needed consistent with established Library goals.
4. Networks with relevant community groups and participates in outreach to schools, daycares, preschools, and other community organizations and agencies that serve children and their caregivers.
5. Oversee the formation, development, and implementation of goals and action plans, in conjunction with other management and department staff.
6. Participate in selection process of personnel for department and facilitate performance management and evaluation of department staff.
7. Encourage professional development of reporting staff by identifying opportunities for relevant continuing education or skill building and providing training.

8. Promote innovation by encouraging department staff to identify new ideas and opportunities to improve existing or create new processes, programs, and services.
9. Monitor and evaluate policies and procedures of the department, implement changes, and train staff as necessary.
10. Manage allocated budget for the department, regulate related purchases, and request necessary maintenance for department.
11. Identify needs of reporting staff and patrons and conduct necessary research to obtain sources of information performing searches on print materials or online databases utilizing various search strategies.
12. Oversee department collection development activities. Participate in the maintenance and development of a collection of department materials which may be print or non-print: selecting items for purchase, evaluating the assigned collection for balance and comprehension, and withdrawing items as necessary.
13. Supervise program presentations/provision of library services by department staff. May also participate in the programming process to prepare, present, and evaluate programs to educate and engage youth and their caregivers.
14. Create department schedules to support and accommodate needs for planning, development, programming, and service desk staffing.
15. Staff the public and youth service desks as operations require, assisting patrons with circulation, answering questions regarding collections, services, and policies.
16. Compile department statistics and reports by providing regular written narratives to the Director.
17. Orient library patrons to the library and its services.
18. Maintain a clean and tidy work area.
19. Perform other duties as assigned by Director.

## **Education, Experience and Training**

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A Masters in Library and Information Science from an American Library Association accredited university is preferred; or candidate may possess a Bachelors or Masters in Education, or other relevant program.

One to three years' professional service in a library environment required. Successful experience working with youth.

Strong knowledge and understanding of basic library principles, procedures, and philosophy of service.

Ability to write and administer a budget effectively.

Can access and use public library computer software operations (e.g. integrated library systems; online databases, etc) with confidence.

## **Job Requirements**

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1. Customer satisfaction-oriented.
2. Analytical skills for project management, problem-solving.
3. Ability to direct, supervise, and manage department staff.
4. Strong organizational, time management, and interpersonal skills.
5. Effective verbal and written communication skills. Must be able to read, write, and understand the English language.
6. Attention to detail, accuracy, and mathematical skills; ability to perform repetitive tasks quickly and accurately.
7. Ability to work under limited supervision, exercising latitude in judgment to determine work methods and results.
8. Ability to operate a variety of library equipment including a computer, multi-line phone system, cash register, printer, scanner, fax and copy machine and other equipment as added or required. Requires hearing ability to answer telephone and patron inquiries.
9. Computer skills and visual acuity necessary to effectively access and read information on the computer. Must be able to comfortably use email, perform internet and online database searches, and utilize basic office software including word processing and spreadsheets.
10. Ability to plan and implement library service goals and evaluate effectiveness of service to library patrons.
11. Ability to enforce library policies and make sound judgment decisions when necessary.
12. Ability to prepare presentations and speak in front of groups.
13. Able to identify networking opportunities and communicate with others in the profession.

14. Willingness to maintain skills in above-mentioned areas through active participation in professional learning opportunities.
15. Ability to work in situations with multiple deadlines and work under pressure.
16. Physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to 40 pounds.

## **Working Conditions**

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1. Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust or noise. May also work in outdoor environments from time to time.
2. Job requires walking, standing, sitting, bending, stooping, and reaching. Frequent sitting/standing in one position for extended periods. Requires the use of a video display monitor, keyboard, and mouse.
3. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing library policies and procedures.
4. Occasional travel required to attend meetings, workshops, conferences or webinars as needed.
5. Work hours may be varied, and may include evenings and weekends.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties. Other duties may be assigned.*