

MOUNT CLEMENS PUBLIC LIBRARY
Job Description

Job Title: Head of Youth Services
Hours: Full Time, 37.5 hours per week, including evenings and weekends
Reports To: Assistant Director
Salary: \$45,000 - \$55,000 plus benefits

NATURE AND SCOPE OF POSITION:

Under the direction of the Assistant Director, the Head of Youth Services will provide direct and varied patron services, including but not limited to planning, and implementing dynamic programming, curating and providing access to high quality relevant materials of interest to all ages of children, cultivating resources and services aimed at attracting non-library users, supervising the youth services staff, and creating a safe, welcoming, and stimulating environment.

SPECIFIC DUTIES:

- Training, supervising, evaluating youth services staff
- Scheduling youth services staff
- Provide prompt, courteous, and direct assistance to patrons in a library setting
- Develop and implement programs and services to fulfill the diverse recreational, enrichment, and educational needs for youth ages birth through 18 years of age
- Curate strong participation in and ownership of library services and programs
- Curate and maintain developmentally appropriate digital resources and services that encourage exploration and development of digital literacy
- Provide technical assistance in computer area
- Oversee and participate in the selection of new and replacement library materials using professional review literature and the library collection development and weeding policy with physical and digital items
- Assist with the creation and maintenance of displays
- Attend professional workshops, conferences, continuing education courses, and local and regional meetings
- Represent the library within the community at events and meetings
- Provide reference and reader's advisory services
- Develop and maintain outreach services
- Actively reach out to non-library users within the community
- Develop and pursue long range goals in conference with community needs, state and national trends, the Youth Services department, and the Library Board
- Maintain membership in at least one local organization
- Function as Staff Member in Charge in accordance with the library's chain of command
- Other duties as assigned

JOB REQUIREMENTS:

- ALA-accredited MLS/MLIS degree
- Knowledge of standard public library reference tools and resources, both print and electronic
- Knowledge of youth literature
- Experience in youth programming
- Demonstrated computer skills
- Demonstrated oral and written communication skills
- Good public service attitude

DESIRED CAPABILITIES:

- Experience with Polaris ILS
- Level 1 Library of Michigan certification
- Minimum of 2 years supervisory experience

TO APPLY:

Send resume and cover letter to Katie Barnes at kbarnes@mtclib.org

The Mount Clemens Public Library does not acknowledge receipt of applications.

The Mount Clemens Public Library is an equal opportunity employer.