



POSITION: Head of Youth Services

WAGE: Grade 16 \$69,900 - \$77,600 to start depending on experience

STATUS: Full-Time

BENEFITS: Paid vacation, sick, and holiday time; health, dental, vision, life, short-term and long-term disability insurance; employer-funded FSA; retirement

GENERAL DESCRIPTION OF THIS POSITION:

Coordinate and administer library services and programs for children, tweens, and parents. Under the direction of the Library Director, this person assists in planning, implementing, and evaluating programs and services. Collection development and public service duties are major components of the job. This person is responsible for supervising and scheduling approximately six staff positions.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

Planning/Administration: Participate in Management Team; Maintain effective communication within the department and within the library; Recommend to Administration solutions and changes that impact the department; Develop written procedures and maintain knowledge for all areas of the department.

Staff Management: Develop work plan and schedules, assigning duties within the department; Hire, train, schedule, supervise, and evaluate staff for public service, collection development, and programming duties.

Collection Development: Oversee and participate in management of all youth resources.

Public Relations: Assist in public service areas, including regular shifts at the Youth Reference desk; Engage in outreach within the schools and community; Provide readers advisory services to families.

Programming: Develop and oversee innovative programming for children and families, with a particular focus on early childhood literacy and older youth/tweens.

Professional Development: Participate in professional development opportunities to enhance managerial skills and to keep abreast of new trends and developments in the library field; Encourage staff professional growth by supporting participation in workshops and seminars.

REQUIRED QUALIFICATIONS:

Master's Degree in Library/Information Science from an American Library Association accredited graduate school; Eligible for Level 1 Librarian's Professional Certificate from Library of Michigan; Three years of professional public library experience with proven capabilities in management; Proficient with computer applications in a library setting; Familiarity with children's literature and early literacy trends; Ability to motivate, establish and maintain effective working relationships with staff, colleagues, and the general public; Demonstrated ability to: effectively communicate orally and in writing; organize and supervise the work of others; plan and implement youth programming; project a positive image of the library; set priorities in a changing environment and make timely decisions.

APPLICATION PROCESS:

Interested persons should submit a letter of application, resume, and completed SDL application (found on website: www.salinelibrary.org) in a single document to:

Karrie Waarala, Director

Saline District Library

555 N. Maple Rd., Saline, MI 48176

karrie@salinelibrary.org

Applications received by Wednesday, October 8 will receive first consideration.