

Cedarburg Public Library

Position Title:	Head of Youth Services Librarian
Position Status:	Full-time. Salary. Exempt status.
Wage Range:	Full benefit package per City of Cedarburg Employee Handbook
Appointing Authority:	\$40,000 - \$42,000; salary is negotiable dependent upon qualifications
Supervisor:	Library Director
	Library Director

GENERAL PURPOSE

The Head of Youth Services position has oversight of all youth services functions that focus on children through teens and supervises a staff of 3 part-time Youth Services Associates. Emphasis is on the provision of library services to youth in the Cedarburg community that support the Cedarburg Public Library mission set by the Library Board of Trustees. Positive working relationships with children, parents, caregivers, and youth through their teenage years is an expectation of the position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

I. Department Manager

1. Organizes, plans activities, schedules work assignments, guides, evaluates and otherwise supervises the Youth Services staff.
2. Creates an inspirational environment in the department in order to nurture new ideas and innovative programming while maintaining traditional library services that appeal to our patron base.
3. Assists in the development of the departmental budget and oversees appropriate expenditure of funds.
4. Oversees collection development, selection and weeding of children's and teen materials.
5. Uses acquisitions funds in ILS system and catalogs children's and YA materials.
6. Oversees the planning, implementation and review of all youth programs and activities.
7. Oversees the maintenance of displays, exhibits, bulletin boards and brochures in the department.
8. Markets youth programs/services to the community via library newsletter, website, social media, newspaper, and other means in order to create participation and promotion.
9. Keeps abreast of new trends in library services to youth and gauges what may be successful for our community. Compiles a wish list of possibilities along with funding consequences.
10. Meets with publisher reps for ordering of new materials.
11. Trouble shoot equipment and machinery to the best of ability. Learns how to fix issues when appropriate and has a willingness to try new technology that may be useful or of interest to our patrons.
12. Maintains regular communication with school staff and day care staff and visits schools and other facilities for children when practical, such as summer reading program promotion.
13. Creates and maintains procedures for the Youth Services Department.

II. Youth Services Librarian

1. Must display enthusiasm and interest in children's literature along with knowledge of authors, series, trends, and formats that appeal to children and youth.
2. Must be able to recommend books and other materials to children and their caregivers. Extensive and ongoing knowledge of children's literature is imperative along with good communication skills for reader's advisory.
3. Must be able to engage with children and their caregivers in order to form positive relationships and be a good role model in the community.

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4. Must have basic knowledge and some interest in young adult literature and oversee the young adult fiction collection and take care of ordering materials and maintenance of the collection.
5. Must like to work with pre-teens and teens and put together programming that is of interest to this age group.
6. Must work well with other member libraries in the consortia and be willing to collaborate on special projects for youth and teens.

III. Patron Service & Teamwork

1. Contribute to a positive, helpful, friendly, inviting environment for library users and maintain a level of excellent patron service.
2. Maintain confidentiality of library patron information.
3. Act as a team player and maintain positive interpersonal relationships with co-workers.
4. Maintain a professional demeanor along with excellent communication skills and contribute to the overall well being of the workplace.
5. Attend and participate in staff meetings and System meetings when required.
6. Act as Librarian in Charge as needed and oversee opening/closing procedures.
7. Interpret and enforce library policies and procedures.
8. Must be able to work flexible hours including some weekdays, evenings, Saturdays and Sundays according to the hours of library operation and to meet the needs of the organization.

IV. Professional Activity

1. Maintain a commitment to continual learning to improve skills and knowledge through reading professional literature and attending local training sessions and other opportunities as they arise. Stay current with trends in youth services along with literature and various formats of materials. Be involved in System committees and Library associations.

DESIRED MINIMUM QUALIFICATIONS

1. Education: Preference will be given to candidates who have completed an ALA accredited Masters Degree in Library/Information Science. Candidates with some coursework related to the position will be given consideration.
2. Ability to supervise others including attendance of patrons at programs and support staff.
3. Ability to exercise initiative and to make independent decisions by using sound judgment and logical reasoning in resolving problems.
4. Working knowledge of technology and computer applications in libraries.
5. Excellent interpersonal and presentation communication skills, both verbal and written.
6. Knowledge of current library services, materials, practices, and patron service.
7. Ability to perform professional supervision and administration as applied to library operations.
8. Ability to operate all items listed under Tools and Equipment.

TOOLS AND EQUIPMENT USED

1. Typical office equipment including but not limited to: telephones, computers, paper cutters, photocopiers, faxing, scanning, die cutter, cricut, 3D printer, calculator, laminator, elevator and book carts.
2. Automated shared resource system (Monarch Catalog), MS Office products and other library and office related software.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position requires the employee to frequently walk, sit, stand and talk and hear. The employee is occasionally required to use hands to finger, handle, feel and/or operate objects, tools or controls. The employee is occasionally required to reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. This is an active position requiring a sighted individual with normal hearing and excellent English skills for frequent direct interaction with the public and other staff. A valid driver's license is required for travel to professional development and outreach opportunities.

Work is performed primarily in a library environment. The noise level in the work environment is usually quiet to moderately noisy.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Flexibility to work hours during weekdays, evenings, and weekends during regular library hours of operation is a requirement of this full-time 40 hour a week professional non-exempt position. Hours of work are to meet the needs of the organization.

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature _____

Date _____

Library Director Signature _____

Date _____

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