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**HEAD OF YOUTH SERVICES LIBRARIAN**

The Delafield Public Library is seeking an innovative, enthusiastic individual for the position of Head of Youth Services. If you are a self-motivated, flexible, and forward-thinking professional with a strong drive to provide great service to children and families, we welcome your application! This person manages all aspects of library service in the children’s department with duties regarding collection development, programming, and public relations and works closely with the Youth Services Assistant and the Library Director to shape the vision of youth services at the Delafield Public Library.

**Duties and responsibilities include the following:**

*Programming*

* Develops and implements innovative programs that encourage Library use and enhance the image of the Library in the community
* Responsible for planning and implementing storytimes, school age programming and the annual youth summer reading program

*Collection*

* Evaluates and maintains the children’s collections and makes recommendations for collection development based on community needs, usage levels, and relevance of materials
* Classifies materials, evaluates materials, utilizes statistical data and reports for collection maintenance, and makes withdrawals according to Library guidelines
* Creates attractive and timely displays to merchandise Library materials

*Outreach*

* Makes regular visits to local schools to enhance Library presence in the community
* Works closely with teachers, preschools, and parents providing recreational, educational, and curricular materials
* Represents the Library at community events and in community organizations
* Maintains positive working relationship with partner institutions

*Reference*

* Provides desk coverage and reference abilities on both the public reference desk and children’s reference desk
* Responds to patron questions and situations in accordance with Library policy and in a manner to enhance the reputation of the Library as a public service organization
* Provides outstanding internal and external customer service

*Collaboration*

* Ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors; actively cooperates and works effectively with others, promoting teamwork
* Possesses strong communication and public relation skills
* Demonstrates supervisory skills
* Maintains current knowledge of organizational procedures, processes, policies and operations
* Assists in collecting and compiling Library statistics
* Publicly supports the Library Board of Trustees, the Library Director, and Library policies and promote a positive image of the Library
* Demonstrates a positive attitude and supports Library goals and objectives

*Other*

* Possesses extensive creativity with working with children
* Demonstrates initiative and is a self-starter; demonstrates ability to focus on details
* Attends professional meetings, workshops and conferences as budget allows
* Performs additional duties as assigned by the Library Director

Knowledge, skills and abilities:

* Ability to effectively use computers, electronic databases and other technology as required
* Ability to exercise independent judgment, reliability, and maintain confidential integrity as required
* Ability to maintain a close working relationship with library employees
* Flexible, hardworking and detail oriented
* Familiar with many aspects of public service operations including circulation and reference services and technology
* Ability to handle a frequently fast-paced position with numerous interruptions
* Deep understanding and knowledge of child development and children’s literature

*Physical demands of the position:*

Employee must be able to:

* Sit, stand, walk, climb, stoop, bend, twist and reach
* Have far vision at 20 feet or further; have near vision at 20 inches or less
* Lift and carry 50 pounds or less
* Handle processing, picking up and shelving books
* Push and pull objects weighing 60 to 80 pounds on wheels
* Travel to meetings outside of the Library; provide own transportation to said events

*Environment and working conditions:*

* **Evening and weekend hours required**

*Education and experience:*

* Master’s Degree in Library Science from an ALA-accredited college or university
* 3+ years’ experience in library operations and/or considerable knowledge of the principles and practices of modern library systems and programs

If interested, please send resume and list of three professional references to Library Director Stephanie Ramirez, sramirez@delafieldlibrary.org. This is a full-time position with an approximate start date of January or February 2021 (dependent upon availability). Excellent benefit package provided as well as 9 paid city holidays. First review of applications will begin on **December 16, 2020.** If you have any questions, please contact the Delafield Library at (262) 646-6230 or visit our website, [www.delafieldlibrary.org](http://www.delafieldlibrary.org).