Position Summary
The primary focus of the position is managing the youth services department in the regional branch and delivering library services to youth, from birth to age 18. In addition to staff supervision, duties include reference, readers’ advisory and programming provision, as well as collection development, maintaining external partnerships with organizations serving youth, and branch management support.

Essential Functions
1. Manage all aspects of the daily operation of the Youth Services Department, including scheduling and supervising staff, programs, outreach activities and collection management tasks.
2. Understand theories of infant, child, and adolescent learning and development and their implications for library service.
3. Present programs to groups of children, teens, and/or adults.
4. Lead department staff in communicating early literacy practices to parents and caregivers using accepted principles such as ALA’s Every Child Ready to Read Initiative.
5. Demonstrate a knowledge and appreciation of youth literature in all formats that contribute to a diverse and relevant collection.
6. Mentor other staff in the branch in services to youth, including paraprofessionals and new librarians.

Duties
General Duties
1. Carry out duties in accordance with the District’s Code of Ethics.
2. Work cooperatively with all District staff in planning, developing and deploying new services and act as an advocate for Youth Services.
3. Participate in professional development and continuing education activities, including ongoing review of professional literature.
4. Attend meetings of District staff as required.
5. Participate on special project teams focused on system-wide goals and programs.

Public Service Duties
1. Plan, design, present, and evaluate services and programs for youth.
2. Identify and engage skilled community partners to present programs.
3. Assist customers in the use of library tools and resources.
4. Provide reference assistance to all customers, including readers’ advisory, homework help, and technology assistance.
5. Promote library collections and services through programming, merchandising, outreach visits, and community events and maintain relationships with community agencies.
6. Resolve customer service issues as needed.
Collection Management Duties
1. Assist with the selection and weeding of materials according to District policies to ensure that the collection is current and relevant materials are available.
2. Collaborate on providing a diverse variety of electronic resources, audiovisual materials, and print materials, to best serve the needs of youth and caregivers.
3. Stay current on new materials by consulting a wide variety of reviewing sources and publishers’ catalogs, and attending professional meetings.

Supervisory Duties
1. Schedule and supervise the staff in the Youth Services Department, and delegate work assignments appropriately.
2. Conduct job interviews, train, and evaluate staff in the Youth Services Department.
3. Work with the Branch Manager to resolve serious employee issues.
4. Successfully communicate policies and procedures to staff.
5. Assist Branch Manager with the daily operations of the branch as required and serve as designated person-in-charge of branch when scheduled.

Skills
1. Expertise in the area of infant, child, and adolescent learning and development.
2. Expertise in youth literature coupled with ability to recommend age-appropriate reading suggestions that match the customers’ interests.
3. Extensive knowledge of general library operations and library technology.
4. Ability to interact pleasantly and positively with customers and staff.
5. Supervisory skills and understanding of workflow processes.
6. Strong computer skills and ability to troubleshoot problems or answer customer questions.
7. Excellent written and verbal communication skills.

Essential Physical Abilities
Accomplished with or without reasonable accommodation.
1. Ability to stand for long periods of time in public service area.
2. Ability to lift and move materials and furnishings for program set up.
3. Ability to reach high or low to review materials on shelves and move through aisles.
4. Sufficient clarity of speech and hearing to communicate well with staff and customers.
5. Sufficient vision to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form.
6. Sufficient personal mobility to attend meetings at various locations within the District.

Education and experience
1. Master’s in Library Science from an ALA-accredited program required.
2. Experience working with youth in a professional capacity required.
3. Two years of supervisory experience preferred.

The job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the Library.