

## **JOB DESCRIPTION**

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**JOB TITLE:** Head of Children's/YA Librarian  
**STATUS:** Grade 6, 37.5 hours/week

### **GENERAL PURPOSE:**

Performs professional library functions and administrative work in the planning and managing the operations and activities of the Children's and YA sections of the library; all other related work as required.

### **SUPERVISION RECEIVED:**

Library Director

### **SUPERVISES EXERCISED:**

Library staff working in the Children's and Young Adult (YA) Department. May be called upon to supervise library staff in the absence of the Director.

### **DISTINGUISHING CHARACTERISTICS:**

- Responsible for the general operation of the Library (works in concert with the Admin Asst. to the Director) in the absence of the Director, if requested by Director.
- Works together with Reference Librarian as liaison with the middle and high school programs and reference needs.
- Assists at the circulation desk as needed.
- Represents the library at regional meetings and other workshops relative to library service.
- Answers telephone and or email inquiries.
- Assists patrons with the use of library equipment; instructs patrons in the use of the online catalog.
- Has access to confidential information concerning patron records and use of library material.
- Position requires working at least one evening during the week and includes Saturday rotation.

### **ESSENTIAL FUNCTIONS:**

1. Performs professional library functions of a responsible nature involving considerable judgment in providing direct services to children and young adults and in making administrative decisions for the Children's and YA sections of the library.
  - Responsible for planning, organizing, and delivering all library services to children, providing Children's Reference and Reader Advisory Services during the year, which includes the Summer Reading program.
  - Manages the selection, inventory, weeding and collection development of all print and non-print resources within Children's Room and Young Adult, which may include print books, audio books, periodicals, DVDs, downloadable audio and ebooks, learning aids, toys and puzzles, maps and globes. Manages Parent and Professional Collections and specialized readers' services collections.
  - In conjunction with school library librarians and the Head of Reference, creates and promotes summer reading lists for the summer reading program, and continues to be a liaison between the schools, teachers, and the Children's room for assignments and promotion of services.
  - Directly responsible for all aspects and implementation of juvenile and YA programming including: selection and design, performer contact and negotiation, contractual and expense submittal, and publicity. May develop and implement programs for parents and childhood professionals.
  - Utilizes integrated library system, new technologies, electronic equipment and online resources in the performance of duties and trains other library personnel and patrons in automated procedures. Provides formal and informal Internet technology training sessions.
  - Maintains records and analyses statistics; evaluates collection and services, prepares reports.
  - Plans and implements programs designed to encourage use of the library including story hours, films, summer reading program, and other special events; plans and conducts programs to publicize library's Children and YA services; consults with teachers about library-school programs and visits.

- Works closely with Friends organization to develop programming and support for Children and YA events.
  - Responsible for the appearance of the Children's and YA department, including material and bulletin board displays.
  - Assists young patrons in the use of the online catalog and other database searches; attends all functions of the Children's Circulation Desk.
  - Supervises the use of computers in the Children's Room; provides technical assistance to children.
  - Monitors expenditures of allocated departmental funds.
2. Works with Director and other library Department Heads to formulate new plans or processes for the library.
  3. Responsible for scheduling 3 library desks, ensuring sufficient coverage for each.

#### **TOOLS AND EQUIPMENT USED:**

Phone, personal computer including software applications such as MS Office,( Word, Excel, Powerpoint, and Publisher); other software packages to maintain the library's web presence; public computers and databases including online catalog and integrated library system; and any other useful technology tools required to ensure the success of the library. Various office equipment, which include copy machine, laminate machine, scanner, fax machine, printers, paper cutter, 3 hole punch and other useful tools. Able to operate the audiovisual equipment that is located in the library meeting room and is able to make presentations or train staff. Continues to incorporate tools that are necessary to job.

#### **PHYSICAL DEMAND:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for the job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Office environment with constant use of computer and telephone. Lifting associated with filing library material, prolonged periods of standing and sitting. Frequent walking.
- While performing the duties the employee is frequently required to stand, sit, talk and attentive listening. The employee is required to have mobility in order to move about the office and to service the public.
- Specific vision abilities required by this job include close vision, the ability to adjust focus and may spend long periods at a computer monitor.
- May experience regular interruptions to assist library patrons, vendors and other service groups.
- Is able to develop strategies to conduct successful patron interview

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

- Degree in Information Science from an accredited institution, MLS preferred.
- Three to five years of experience in public library service with relevant course work or concentration in Children's area. Experience in Child Development, Juvenile Literature, Programming, and Public Relations is helpful.

##### **Knowledge, Skills and Abilities:**

- Must have considerable knowledge of library principles, materials and tools, along with familiarity with library automation.
- Significant experience working with the public; excellent customer service and communication skills; ability to relate well to the public and perform effective user instruction.
- Thorough knowledge of developing a Children's and YA collection for a library. Familiarity with Children's and YA literature.
- Thorough knowledge of and sensitivity to the special needs of children and young adults. Basic knowledge of children and young adult development.
- Ability to train, organize and supervise the work of others; ability to work well independently and as part of a team; ability to balance office and front desk time exercising professional knowledge and judgment.

- Ability to plan, develop, and execute creative programs and displays.
- Ability to handle numerous, diverse tasks at one time.
- Strong oral and written communication skills.
- Strong public relations skills. Ability to interact with staff and the public, especially children and young adults.
- Skills in working with computers and database research.
- Ability to maintain effective working relationships with patrons colleagues, other town department staff, and other libraries.

**WORK ENVIRONMENT:**

Has frequent contact with children, young adults, the general public, schools, various organizations and human service agencies. Library hours require some evening and weekend work.

Work is performed under typical office and library conditions. Occasional light to moderate physical effort required in carrying and shelving books, and in performing other typical library functions. Intermittent standing, walking, bending, crouching, reaching, climbing and similar activity as related to library work will be required. Able to listen and communicate well in a busy environment.

Has contact with children, young adults, the general public, schools, various organizations and human service agencies.

**OTHER CONSIDERATIONS:**

- Submission of an application, rating of education and experience, oral interview and reference check.
- The duties outlined above are intended only as illustration of the various types of work that may be performed. The omission of specific statement 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 employee agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved 11-13-07  
Revised 6/2013