

## YOUTH SERVICES DIRECTOR- HATCH PUBLIC LIBRARY

Supervisor: Hatch Public Library Director

Typical responsibilities of position: Under administrative supervision, manages all aspects of library services for children and young adults. Duties include collection development, programming and public relations. Assumes duties of the Library Director when necessary.

Job Classification: Full time, Salaried

Duties/Examples of work:

1. Develops, organizes, conducts and promotes innovative programs and services for patrons ages birth to 18 years, which encourage reading, library use and enhance the image of the library in the community.
2. Communicates with and establishes relationships between the library, schools, daycares, and service groups through personal visits and both written and online communications.
3. Incorporates relevant technologies into library services and programs; provides instructional technology programming; trains public on use of library technologies and library resources
4. Keeps informed on trends in youth literature; attends workshops and conferences.
5. Serves as the library's resource person on children's and young adult literature, TV, DVDs, music, pop culture and technologies.
6. Creates attractive and timely displays and makes appropriate purchases of both physical and digital materials for the library's collection.
7. Supervises library assistants in absence of the library director.
8. Conducts library tours, presents programs to local groups as requested and performs other targeted outreach activities to promote growth in youth services.
9. Provides reader's advisory, reference and other patron assistance services.
10. Promotes youth services and special events through community outreach and the creation of signs and brochures.
11. Works in collaboration with other Library staff
12. Provides backup assistance at the circulation desk as needed.
13. Compiles statistical information on all services to children and young adults.
14. Serves on assigned professional and library system committees and maintains positive working relationship with partner institutions.
15. Maintains current knowledge of organizational procedures, processes, policies and operations and recommends changes to the Library Director.
16. Annually evaluates youth programs and services and recommends strategies and changes based on community needs, usage levels, and relevance of materials to increase participation. Annually presents recommendations and goals to the Library Board.

17. Publicly supports the Library Board of Trustees, the Library Director, Library staff and library policies and promotes a positive image of the library.
18. Performs other related duties as assigned.

Knowledge and abilities:

1. Ability to plan, organize, promote and carry out programs of library service for children and young adults both physically and virtually.
2. Knowledge and understanding of basic library principles, procedures, technology, goals and philosophy of service.
3. Knowledge to effectively use computers, the internet, educational software and online applications, social media, and databases.
4. Ability to operate standard office equipment such as a calculator, copy machine, telephone, fax machine and projectors.
5. Ability to develop a rapport with youth from birth to 18 and their families.
6. Ability to establish and maintain collaborative working relationships with superiors, associates, officials of other agencies and the general public.
7. Ability to identify problems and opportunities, review possible alternative course of action and utilize information and resources for decision-making purposes.
8. Interpersonal skills of friendliness, enthusiasm, energy, tact, good judgement, and a sense of humor.
9. Willingness to maintain skills in above-mentioned areas through active participation in continuing education activities.
10. Ability to exercise independent judgment, demonstrate consistent reliability, and maintain confidential integrity as required.
11. Demonstrates supervisory skills.

Physical Requirements:

1. Ability to perform duties in an office environment
2. Routinely required to bend, twist, reach, stand, lift, move, climb, kneel, and crouch.
3. Ability to work in an environment of continuous interruptions and background noise.
4. Vision and hearing at or correctable to “normal ranges”
5. Ability to work under stress from deadlines, public contact, and changing priorities and conditions.
6. Ability to read and file printed materials as well as to read computer screens.
7. Ability to communicate effectively in person, in writing and over the phone.
8. Ability to travel to meetings both in Mauston and throughout the State.

Environmental/working conditions:

1. Frequent evening and weekend hours.
2. Both inside and outside work environments
3. Proof of insurance and valid driver’s license

Education and experience which demonstrate an understanding of child development or children's literature, acquired by at least one of the following ways:

1. Post-secondary education in liberal arts, child development or related field.
2. Associate degree in a related field.
3. Two years' experience working with children and families preferably in a library
4. Previous grant writing experience.
5. Prior public or school library experience.
6. Experience as an advocate for children's and young adults

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