

## **Job Description Youth Services Director McIntosh Memorial Library**

### **General Description**

Plans and supervises daily activities of the Youth Services Department; performs managerial duties; assists patrons; functions as a member of the team of directors in establishing and achieving library and department goals.

### **Supervision**

Works under the immediate supervision of the Library Director.

### **Duties**

- Responsible for the day-to-day operations of the Youth Services department.
- Communicates with and establishes relationships between the library, schools, and other local groups through personal visits and written communication.
- Prepares material orders for the collection and verifies deliveries against invoices. Maintains records of acquisitions.
- Maintains the youth and teen collections through ordering, replacing, weeding, shifting and doing inventory as needed.
- Develops a range of programs for patrons and their families ages birth to 18:
  - Coordinates the development, execution, and evaluation of programs.
  - Advertises programs by creating flyers and social media posts.
  - Assists in the program registration process.
- Responsible for the management of the After School Program
- Plays an active role in library and outreach events.
- Promotes library services and special events through community outreach and marketing efforts.
- Works with the team of directors to write grants to enhance the services of the department and the library in general.
- Manages the budget for the youth area which includes a budget for purchasing books, AV materials, and programming supplies.
- Handles complaints, problems, and questions.
- Trains, supervises, and motivates staff and volunteers.
- Leads staff training exercises and develops training materials for staff to support the youth department.
- Attends the internal directors' meetings and monthly staff meetings.
- Shows support for colleagues and volunteers by participating in projects, attending programs, and engaging in activities.
- Follows library policies and assists in developing new ones as needed.
- Attends conferences, training workshops, and system meetings to keep informed on trends in youth literature and programming.
- Performs all routine duties while working at the circulation desk.

- Assists in other library departments as assigned and performs related work as required.
- Maintains a flexible schedule as needed, because this is a salaried position.
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### **Knowledge, Skills and Abilities**

- Knowledge of library principles, methods, materials and administrative practices.
- Knowledge of children's literature
- Ability to establish priorities and develop long and short-range plans for the services and programs of the Department.
- Ability to work with youth.
- Ability to work independently.
- Ability to establish and maintain effective working relationships with superiors, associates, officials of other agencies, and the general community.
- Ability to communicate effectively orally and in writing.
- Ability to operate computers with proficiency using library software, word processing, and the Internet.
- Ability to organize.
- Ability to create a courteous, pleasant first impression of the library and establish good patron rapport.
- Flexibility to deal with multiple and extra unexpected tasks and patrons simultaneously.
- Friendliness, enthusiasm, energy, initiative, resourcefulness, tact, good judgment, flexibility, and a sense of humor.

### **Physical Requirements**

- Ability to perform duties in an office environment.
- Ability to work in an environment subject to continuous interruptions and background noises.
- Ability to work under stress from deadlines, public contact, changing priorities and conditions.
- Ability to use a computer for extended periods of time.
- Ability to move and/or lift materials up to 25 pounds.
- Ability to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit.
- Ability to talk and/or hear; use hands to operate objects, tools, and controls; and reach with hands and arms.
- Ability to read printed materials and information on computer screens.
- Ability to communicate effectively with individuals in person, over the telephone, and via printed word.
- Ability to file books, periodicals, files, reports, notebooks, etc. on shelves ranging from one to seven feet from the floor.
- Ability to travel to attend meetings both inside and outside of Viroqua.

## **Qualifications**

- A bachelor's degree in a field related to the position
- Experience working with children and families
- Experience in libraries is preferred.