

LIBRARIAN – HEAD OF YOUTH SERVICES

Position Code: 2370

WC Code: 9101

FLSA Status: Non-Exempt

Pay Grade: 351 (\$39,650 - \$62,010)

Location: Library

Approval Date: 2010

General Statement of Duties

Performs professional level service in the development and implementation of quality library service to the public.

Distinguishing Features of the Class

An employee in this position performs supervisory and professional library work in planning, organizing, promoting and directing a program of services for children in the library. Work involves organizing and executing scheduled and unscheduled programs and events, coordinating the community's desires with services and programs offered, and providing technical and reference assistance associated with the children's program. Employee also assists patrons at the circulation desk assisting with questions and/or problems regarding books, resources and reference materials, and maintaining library materials and records. Employee must exercise initiative and independent judgment in developing a children's program and performing assigned tasks. Employee must also exercise considerable tact and courtesy in frequent contact with the library patrons. Reports to the Library Director.

Duties and Responsibilities

Provides reference assistance for children, parents, teachers, and other patrons; locates materials; advises patrons concerning choice of books or materials for themselves or for their children; instructs patrons in availability and use of various reference tools and materials in children's services section.

Reviews journals and catalogs to select library materials appropriate for pre-school and school-age children such as books, periodicals, audio and video recordings or other audio-visual materials; recommends material for acquisition based on needed of the library and community, relative to budgetary limitations; weeds collection for outdated or damaged materials as appropriate.

Schedules, plans, and presents children's services programs for pre-school-aged library patrons; plans, organizes, schedules and prepares bulletin boards, special exhibits and programs;

schedules, plans and presents special events or seasonal programs such as summer reading program and story time activities, programs, displays, etc.

Maintains records or program expenditures and materials ordered for children's services programs.

Administers routine personnel matters affecting subordinates, including interviewing applicants, evaluating, disciplining, etc., preparing and submitting various reports and records as required; approves subordinates' time sheets.

Maintains data pertaining to attendance and program participation, and prepare records and reports pertaining to children's services for submission to Library Director and/or state, as required or otherwise deemed appropriate; determines program need and ways to improve or expand children's services, and prepares recommendation for Library Director, as appropriate.

Contacts community groups and businesses for support of special programs, soliciting donations or money and prizes; prepares new releases, flyers, posters, etc. to promote children's services programs.

Performs related tasks as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of the various types of reference works, literature, technical library publications, and audio-visual materials.

Considerable knowledge of automated library systems including database management.

Considerable knowledge of computer maintenance.

Considerable knowledge of the organization and functions of local governments.

Considerable knowledge of computer software and hardware applications in a library.

Skills in communicating and presenting ideas effectively in oral and written forms.

Ability to supervise and plan the work of subordinate staff.

Ability to establish and maintain effective working relationships with Town and community officials, other departments, employees and patrons.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, standing, walking, reaching, grasping, fingering, lifting, pushing, pulling, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally; up to 10 pound of force frequently; and a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, and do extensive reading.

Minimum Education and Experience

Master's of Library Science Degree from a college or university accredited by the American Library Association, two to four years of experience in a public library setting, preferably in youth services; or an equivalent combination of education and experience.

Special Requirement

Possession of or ability to obtain the Public Librarian Certificate as administered by the Department of Cultural Resources, State Library of North Carolina.