

APPENDIX C

HEAD OF CHILDREN'S SERVICES

11/27/2018

Job Title: Head of Children's Services

Description Type:

New

Revised

Department: Children's

Pay Grade: 9

FLSA Status: Exempt

Reporting Relationship:

Reports to (Title): Library Director

List of direct reports (by Title):

Applicable

Not Applicable

Children's Services Associates

Children's Services Assistants

Position Summary:

The Head of Children's Services, under the supervision of the Library Director, is responsible for assuring high patron satisfaction with all aspects of Children's Department functions in accordance with current Library policies and procedures and in cooperation with other departments and the Library mission and vision, especially where they relate to children through the age of twelve years old. Additional responsibilities include coordinating and managing the Children's Services Department functions.

Essential Job Duties and Responsibilities

- Oversee collection development of children's materials
- Prepare and administer departmental budget for the Library Director's approval
- Implement, assign and oversee programs to promote reading and learning for children, ages birth through 12 years old, and their caregivers
- Analyze, manage and delegate collection development for materials and electronic resources
- Oversee reader's advisory, reference and other functions at the service desk
- Hire, train, evaluate and mentor personnel and supervise their work
- Coordinate department outreach efforts
- Develop policy and procedure recommendations
- Prepare information for the newsletter and website
- Conduct regular department meetings for training, brainstorming, and communication of the library's goals and objectives
- Maintain awareness of trends in the profession
- Track statistics and prepare monthly and annual reports
- Inform patrons and other staff about departmental services, activities and procedures
- Serve as a member of the Library's Management Team
- Serve as building supervisor as needed
- Develop and update departmental brochures, flyers and other materials
- Other duties as assigned

Qualifications:

- Masters of Library Science from an ALA-accredited school
- Minimum two years' experience in a public service position in a public library
- Prefer two years supervisory experience
- Knowledge of public library philosophies, including service, collection development, publishers and vendors and marketing of materials and services to patrons.
- Knowledge of Children's Literature
- Computer skills with working knowledge of Microsoft Office
- Ability to represent the Library in a professional manner
- Demonstrated ability of strong communication and interpersonal skills. Effectively able to communicate and build consensus across departments and diverse constituency groups

Working Conditions/Physical Requirements:

Ability to:

- Work in a typical office environment
- Stand, sit, walk, bend, stoop and climb intermittently
- Talk and hear
- See close, far and have the ability to adjust focus
- Finger, handle and feel equipment and objects
- Reach with hands and arms
- Occasionally lift 25 pounds and push/pull 150 pound carts