**CITY** **OF** **SUN** **PRAIRIE** **JOB** **DESCRIPTION**

**Head** **of** **Youth** **Services**

**DEPARTMENT:** Library

**REPORTS** **TO:** Library Director

**CLASSIFICATION:** Professional/ Management

**REVISION** **DATE:** December 1, 2015

**PAY** **GRADE:** Nonunion Pay Plan Grade 7

**GENERAL** **PURPOSE:**

Under the supervision of the Library Director, the Head of Youth Services is responsible for the efficient operation of the Youth Services department by organizing an efficient and comprehensive program of library service for children and youth, birth-age 17, and their caregivers. The Head of Youth Services maintains and updates a collection of materials of interest to young people and offers readers’ advisory services, plans and implements story times and library and reading-related activities of interest to children and their caregivers. This position is a member of the Management Team, who participates in library planning, policy-making and may serve as the supervisor in the absence of the Library Director.

**ESSENTIAL** **JOB** **FUNCTIONS:**

•Oversees the interviewing, hiring, training, scheduling, supervising, and evaluating of the Youth Services Department.

•Directs Youth Services activities.

•Maintains contact with other city departments, South Central Library System, Dane County Library Service and with librarians located throughout the library system as well as vendors to represent the needs of the library.

•Thorough knowledge of children’s and young adult literature.

•Considerable knowledge of current and emerging technologies and demonstrated ability to apply them to Youth Services.

•Plans, coordinates, and presents programs for youth and their families.

•Performs output measures of library service, collects and analyzes other statistical data on library operations, with particular attention to programs, services, and collections offered to youth and adults working with youth.

•Oversees the day-to-day activities of the library for public services and serves for the director in his/her absence, handling emergencies and problems with patrons.

•Works closely with director providing input in many administrative decisions, including developing policies and procedures, preparing the annual budget request and conducting the strategic planning process.

•Performs reader’s advisory, bibliographic instruction, reference service and other patron assistance as required.

•Selects materials for purchase for the youth services collection.

•Weeds collection and supervises inventories in assigned areas.

•Provides and coordinates outreach for the library, communicating with the school district and other community organizations requiring library services.

•Prepares and edits promotional material for the library, including media news releases and supervises the production of the library newsletter and articles for city and library system newsletters.

• Conducts public relations campaigns to promote services for children and youths to the general public.

•Participates in continuing education programs.

•Plans and administers a budget, oversees equipment and financial management, as it pertains to Youth Services.

•Communicates effectively with staff and the public and maintain effective public relations.

**OTHER** **JOB** **FUNCTIONS:**

•Considerable knowledge of library operations, services, and materials, youth services related services and current library trends.

•Work closely with the School of Information and Library Studies at the University of Wisconsin to provide placement opportunities in Youth Services at the graduate school level.

•Prepare grant proposals for Youth Services programs and resources.

•Ability to comprehend and follow instructions from supervisor, verbally and in written form.

•Ability to understand library policies and procedures and apply them to library operations.

•Knowledge of and fluency in the English language.

•Ability to adapt in an ever-changing environment.

•Participates in other duties as required.

**REQUIREMENTS** **OF** **THE** **WORK:**

•Completion of Master’s degree in library science from an ALA accredited institution is required.

•Thorough knowledge of youth literature, collection development, and library programming trends.

•Ability to hire, train, supervise and discipline employees, coordinate and delegate workloads and schedules and evaluate work performance normally acquired through three years of increasingly responsible public library experience including one year at a supervisory level or an equivalent combination of training and experience.

•Considerable knowledge of current and emerging technologies and demonstrated ability to apply them to library operations.

•Ability to establish a positive working relationship with youth, young adults, library trustees, staff, other city departments, volunteers, library organizations and the general public.

**WORK** **CONDITIONS** **AND** **PHYSICAL** **REQUIREMENTS:**

This work is performed in an office environment but does involve lifting or carrying up to 50 pounds and pushing and pulling objects on wheels weighing 60-80 pounds. Work does involve flexible work hours, including evenings and weekends.

**APPROVED** **BY:**

Department Head Date

Human Resources Director Date

City Administrator Date

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.