CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: HEAD OF YOUTH SERVICES **UNION:114L**
SG:L-3
CLASS TITLE: LIBRARIAN III **CS:N**
FLSA:N
DEPARTMENT: LIBRARY **EEO4CODE:PR**

JOB SUMMARY:

Plans and directs development and implementation of system-wide Youth Services, including responsibility for programs, materials collections, community outreach, and all activities. Directs the delivery of services and readers' advisory for Children's and Teen areas. Serves as a member of the Library Management Team.

SUPERVISORY RELATIONSHIPS:

Reports to the Library Director. Supervises professional and paraprofessional staff within the area of program responsibility.

ESSENTIAL FUNCTIONS OF THE JOB:

COORDINATES YOUTH SERVICES

1. Oversees the development and implementation of all Youth Services programs and activities for the library system. Implements new services and proposes new policies.

2. Takes a leadership role in the community and seeks partnerships with organizations and groups involved in other youth, family, parent, and caregiver services.

3. Promotes library services by seeking opportunities to provide presentations for community groups, parents, teachers, and others on library services to youth, children's and teen literature, storytelling and reading, or on any aspect of youth library services.

4. Develops and oversees the Youth Services materials collection, selects Children's materials, and directs staff who also select Children's and Teen materials.

5. Leads in the selection and recommendation for hire, Youth Services staff and assists with other staff appointments as appropriate.

6. Trains, supervises, develops, and evaluates all Children's and Teen Services staff.

7. Responsible for the Children's and Teen Services annual budget, making recommendations and monitoring expenditures.

8. Seeks professional growth opportunities and implements annual performance goals.

9. Ensures adequate staff coverage of public services desk.

10. Answers questions by phone, email, or in person, ranging from quick fact-finding to in-depth search of Library resources and/or other outside resources as appropriate.

PROVIDES ADMINISTRATIVE LEADERSHIP

11. Assists the Director in overall management of the library system as an active and collaborative member of the library management team.

12. Evaluates and makes recommendations on staff development needs, staffing allocations, disciplinary actions, and other personnel matters.

13. Participates in developing the annual library system budget. Analyzes library needs, resources and projected revenues, reviews and prioritizes budget requests.

14. Participates in long range and strategic planning for the library system.

15. Evaluates and reviews current services, policies, and procedures to identify and solve problems, improve public service, and/or evaluate use of available resources.

16. Develops new services, policies, and procedures as needed.

17. Articulates, supports, and implements the mission, goals, and policies of the Bellingham Public Library.

18. Participates in professional organizations, conferences, and training.

19. Promotes library services through active participation, involvement, and leadership in the community, and in library committees and projects.

ADDITIONAL WORK PERFORMED:

1. Assists and instructs the public in the use of library collections.

2. Prepares bibliographies and Library instructional materials.

3. Seeks grant opportunities and prepares grant requests.

4. Other related duties within the scope of this classification.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

Knowledge of:

- Current principles and practices of Youth librarianship, including awareness and appreciation of current reading, viewing and listening interests of Children and Teens.
- Children's and Teen literature and programming.
- Current principles and practices of public library service, and a commitment to the mission, principles and ‘best practices’ in librarianship and customer service.
- Library collection development practices.
- Issues and events relevant to the City of Bellingham and other geographical area of Whatcom

County.
- Trends, innovations, and developments in public library management.
- Federal and state law and statues as applies to libraries and personnel.

Ability to:
- Perform essential functions of the job.
- Effectively coordinate, evaluate and supervise the work of the Youth Services staff.
- Apply new knowledge and skills.
- Be accurate, thorough, and timely in the completion of assignments.
- Keep current with new trends, innovations, technologies, techniques and materials in the library profession.
- Acquire a working knowledge of local government and organizations and agencies that provide services and information.
- Learn and apply a working knowledge of Library operations, procedures and policies as well as relevant City policies.
- Work with a diverse population and ability handle different types of situations.
- Train, coach and mentor others.
- Work well with others.
- Tolerate considerable ambiguity.
- Create materials that promote the use of the Library, showcase its services, and convey necessary information to the public and the media.
- Formulate, organize and execute complex plans of work.
- Demonstrate the Public Service Competencies of service orientation; results orientation; and, teamwork and cooperation.
- Physical ability to perform essential functions of the job:
    - Adequate hearing, correctable vision, and manual dexterity.
    - Ability to occasionally lift light weight (10-15 lbs).

Skills in:
- Written and oral communication.
- Effective problem solving.
- Public speaking.
- Articulating, supporting and implementing the mission, goals, and policies of the Bellingham Public Library.
- Overseeing, training and evaluating staff.

WORKING ENVIRONMENT:

Duties are performed indoors with frequent interaction with co-workers and with the public. Work is performed extensively at a computer work station with periods of prolonged sitting or standing. Station is often shared with other staff. Environment includes a normal range of noise and other distractions working around specialized library equipment and standard office equipment.

EXPERIENCE AND TRAINING REQUIREMENTS:

- ALA accredited Masters Degree of Library or Information Science.
- Three years of progressively responsible and relevant library experience.
- Two years of experience in library services for Youth.
- Two years supervisory experience.
- Three years of customer service experience.

- Public library experience preferred.

NECESSARY SPECIAL REQUIREMENT:

- Washington State certification as a librarian.
- Must be willing to work various shifts depending upon the needs of the Library, including evenings and weekends. Must be able to adapt to schedule changes on short notice.
- Must pass local police and Washington State adult/child abuse record check prior to hire.

PREPARED BY: S. Blume/M. Sheplor/ P. Kiesner 11/06

REVIEWED BY: _____ Pamela Kiesner Library Director

REVISED BY: M. Sheplor/P. Kiesner 03/10
B. Hoglund/P. Kiesner 5/13

FORMERLY: HEAD OF CHILDREN'S SERVICES (3/95)