

## CO - DIRECTOR OF CHILDREN'S & TEEN SERVICES

### **Position Definition:**

Responsible for the planning and implementation of children's, Tween and young adult programs reflecting diverse community interests. Oversees selection of all children's and young adult materials. Responsible for scheduling staff coverage of the Junior Room as needed.

Performs varied library services in the Children & Teen Services department, including assisting children and students in the use of library materials, equipment and resources, and conducting programs for pre-school, elementary and middle school students and young adults.

### **Supervision Received:**

Works under the general supervision of the Library Director, who assigns areas of responsibilities, outlines policy and procedures, provides guidance as necessary, and evaluates work in terms of accuracy and effectiveness.

**Supervision Exercised:** Provides task supervision to volunteers.

### **Essential Job Duties:**

Plans, develops and implements library programs and services for children and young adults, including story hours, library tours, and related events to encourage reading, learning and imagination.

Assists children and students in the use of the library's catalogue and reference materials, answers reference questions; locates information or guides children to source materials. Assists children and students in use of computer system to locate books and materials and to access the Internet.

Visits schools, childcare centers and community locations to present programs.

Develops the Children's Services collection of books, periodicals and audio-visual equipment and materials. Evaluates library materials for children based on knowledge of community needs, review of professional journals, and children's literature. Performs collection maintenance tasks, including shelf reading, weeding of damaged or obsolete materials, and noting gaps in subject areas, etc.

Performs circulation desk duties, including charging and discharging library materials, and registering new children and adults; answers telephone calls and provides information to all patrons. Reserves books and interlibrary loan materials. Provides backup assistance in other library areas as needed.

Organizes programs and activities with school librarians, teachers, parents' groups and community organizations. Arranges programs using volunteers, artists and other performers. Maintains appearance of the Junior Room and Teen area and prepares displays and exhibits. Performs other duties as required.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with a Bachelor's degree, plus experience in an educational institution or a public library, or any equivalent combination of experience and training. Prior experience in working in childcare, child development, pre-school or elementary/middle school education is desirable. Must be personable and have good communication skills; familiarity with Microsoft Office software including Word and Excel as well as overall use of computers and the Internet is required; ability to work under busy conditions with a demanding public; positive attitude and a team player essential; experience with e-readers and downloading electronic and audible materials helpful and interest in reading and literature a plus.

**Knowledge, Skills, and Abilities:** Must have a knowledge of children's and young adult literature, as well as familiarity with library principles and practices. Must be able to carry out instructions furnished in written, oral, and diagrammatic and schedules form. Ability to acquire a working knowledge of, and to work with, computer applications and technical equipment applicable to library operations is required. Must be able to add, subtract, multiply and divide all units of measure, and compute ratios, rates and percentages. Must be able to relate to children and teens and to have the ability to establish and maintain effective working relationships with library staff, board members, volunteers and adult patrons.

**Physical, Mental Exertion/Environmental Conditions:** Performs duties in an office environment. Routinely and intermittently exposed to computer screens. Must be able to lift and move light to medium weights such as books, office supplies, etc. Uses repetitive motions in operating office equipment, including keyboards, calculators, fax machines and copiers. Must be able to hear clearly to record telephone information and to see to complete applications and forms. Must be able to sit at a desk for extended periods of time, but also have the physical ability to stand, move around and physically work with children and teens. May be required to occasionally drive to off-site locations as required.

**License or Certificate:** Valid State issued motor vehicle license is required.

**Note:** The above tasks and responsibilities are illustrative only. It is not meant to include every task or responsibility.

\*Revised 8-19-19