

CITY OF RIVER FALLS, WI
JOB DESCRIPTION

JOB TITLE: YOUTH SERVICES DIRECTOR

DIVISION: Leisure Services

DEPARTMENT: Library

APPROVED: June 25, 1996

AMENDED: 12/5/11

SUMMARY:

Responsible for the activities of the youth library services department in accordance with the policies of the library, under the supervision of the Library Director. Supervises, trains, and schedules employees, interns, and volunteers. Provides reader's advisory, reference, and other assistance services to the customers.

ESSENTIAL FUNCTIONS OF THE JOB:

Ability to implement policies and procedures in areas of responsibility under the supervision of the Library Director.

Ability to provide reader's advisory and other assistance service to customers of all ages using print and online formats.

Ability to provide bibliographic instruction in use of library and library catalog to students, children, and adults.

Ability to select and recommend materials for purchase to the Library Director. Manages a set materials budget for Children's Library as well as donated funds designated for the Children's Library.

Ability to catalog children's library materials in electronic format and maintain online public access catalog.

Ability to promote library services through news releases, displays, in-house and outreach programs, and tours.

Ability to compile statistical information on children's library services.

Responsible for inventory and disposal of materials in children's areas. Assists with collection maintenance through weeding and inventory process.

Responsible for planning and marketing children's programming and activities.

Serves on professional and library system committees as assigned by the Library Director.

Administers assigned area of library operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Performs other related work as assigned by the Library Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

This position requires an ALA accredited Master's Degree in Library and Information Science and a minimum of three years library experience in Children's and Young Adult services/Youth Services.

Preference given to applicants with experience in organizing and setting up children's programs and events, working with arts and community organizations, and grant writing. Experience in creating flyers, posters and other promotional materials a plus.

LANGUAGE SKILLS:

Ability to read and comprehend instructions and correspondence. Ability to write reports, correspondence and procedures. Ability to effectively present information and respond to questions from customers and other staff in areas of responsibility.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration and percent, and to draw and interpret graphs.

REASONING ABILITY:

Ability to define problems, collect data, establish facts and draw valid conclusions.

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concret variables.

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools or controls, talk and to hear. The employee is occasionally required to sit. The employee is frequently required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or crawl. Specific vision abilities require close and distance vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.