

## YOUTH SERVICES DIRECTOR- HATCH PUBLIC LIBRARY

Supervisor: Hatch Public Library Director

Typical responsibilities of position: Under administrative supervision, plans and performs all daily activities of Children's and Young Adults' services.

Job Classification: Full time, Salaried

### Duties/Examples of work:

1. Plans, organizes, promotes and conducts library services and programs primarily for patrons ages birth to 18 years.
2. Communicates with and establishes relationships between the library, schools, daycares, and service groups through personal visits and written communications.
3. Keeps informed on trends in youth literature; attends workshops and conferences.
4. Serves as the library's resource person on children's and young adult literature, TV, DVDs, music, pop culture and technologies.
5. Make appropriate purchases of materials for the library's collection.
6. Supervises library assistants in absence of the library director.
7. Conducts library tours, presents programs to local groups as requested and performs other targeted outreach activities to promote growth in youth services.
8. Provides reader's advisory, reference and other patron assistance services.
9. Promotes youth services and special events through community outreach and the creation of signs and brochures.
10. Works in collaboration with other Library staff
11. Provides backup assistance at the circulation desk as needed.
12. Compiles statistical information on all services to children and young adults.
13. Serves on professional and library system committees as assigned by Library Director.
14. Recommends changes in policies and services to the Library Director.
15. Annually evaluates youth programs and recommends strategies and changes to increase participation.
16. Performs other related duties as assigned.

### Knowledge and abilities:

1. Ability to plan, organize, promote and carry out programs of library service for children and young adults.
2. Knowledge and understanding of basic library principles, procedures, technology, goals and philosophy of service.
3. Knowledge and comfort with computers, the internet, educational software and databases; ability to operate equipment such as a calculator, copy machine, telephone, fax machine and projectors.

4. Ability to develop a rapport with youth from birth to 18 and their families.
5. Ability to establish and maintain collaborative working relationships with superiors, associates, officials of other agencies and the general public.
6. Ability to identify problems and opportunities, review possible alternative course of action and utilize information and resources for decision-making purposes.
7. Interpersonal skills of friendliness, enthusiasm, energy, tact, good judgement, and a sense of humor.
8. Willingness to maintain skills in above-mentioned areas through active participation in continuing education activities.

Physical Requirements:

1. Ability to perform duties in an office environment
2. Routinely required to bend, twist, reach, stand, lift, move, climb, kneel, and crouch.
3. Ability to work in an environment of continuous interruptions and background noise.
4. Vision and hearing at or correctable to “normal ranges”
5. Ability to work under stress from deadlines, public contact, and changing priorities and conditions.
6. Ability to read and file printed materials as well as to read computer screens.
7. Ability to communicate effectively in person, in writing and over the phone.
8. Ability to travel to meetings both in Mauston and throughout the State.

Environmental/working conditions:

1. Frequent evening and weekend hours.
2. Both inside and outside work environments
3. Proof of insurance and valid driver’s license

Education and experience:

1. Post-secondary education preferred.
2. Previous experience working with children and families preferred.
3. Previous grant writing experience preferred.
4. Library experience preferred.

Revised: August 2016