

# **YPL/CHILDREN'S SERVICES DEPARTMENT HEAD I**

**(Range 121)**

## **DEFINITION**

Performs professional and supervisory work in the planning, coordination, and operation of the YPL/Children's Services Department at a branch library.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Branch Manager and/or Assistant Branch Manager.

Exercises general supervision over the YPL/Children's Services Department staff.

## **ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:**

### **Essential Functions:**

1. Ensures the efficient operation of the YPL/Children's Services Department within a branch library.
2. Prepares goals and objectives for the YPL/Children's Services Department.
3. Exercises decision-making skills.
4. Supervises subordinate staff to include scheduling, training, working with staff to correct deficiencies, recommending discipline, and completing performance evaluations.
5. Directs and prioritizes the work of subordinate staff.
6. Participates on interview panels and assists in the selection of staff for the YPL/Children's Services Department and other staff requested by the Branch Manager.
7. Prepares, submits, and summarizes various routine and non-routine reports.
8. Prepares, submits, and maintains YPL/Children's Services Department materials budget and adheres to established Library District objectives in such.
9. Assists subordinate staff in organizing specific aspects of the YPL/Children's Services Department.
10. Performs professional library activities in ordering books, documents, periodicals, multi-media materials and other YPL materials.
11. Supervises book expenditures and materials ordering for YPL/Children's Services Department.
12. Reviews periodical and book lists for the purpose of rendering recommendations on acquisitions.
13. Provides children's reference and other services over the telephone and in person to both patrons and staff.

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14. Ensures the calendar of programs and events for the YPL/Children's Services Department is maintained.
15. Networks with schools and public agencies to provide quality services and programs for children.
16. Interprets, develops, and implements Library District, branch, and department policies and procedures.
17. Confers with teachers, parents, and community groups to assist in planning, organizing, and implementing special programs and exhibits to encourage and improve children's and young adults communication skills, promote reading, and encourage greater patronage of the Library District.
18. Prepares and conduct programs for children up to 18 years of age.
19. Prepares and conducts programs for adults relating to children's services.
20. Provides community outreach services.
21. Conducts tours of the YPL/Children's Services Department for teachers, students, schools, day cares, and other interested groups.
22. Interacts extensively over the telephone, and in person with patrons, District-wide staff and management, outside agencies, vendors, and other libraries.
23. Utilizes personal computers, automated library systems, the Internet, and other tools and resources.
24. Assists children, young adults, and adult patrons in the use of the Children's Services circulating collections and materials using the Library of Congress Classifications.
25. Assists children, young adults, and adult patrons in the use of automated library systems, various indices, non-book materials, and equipment.
26. Operates library and office equipment including, but not limited to: copy machine, telephone, and facsimile machine.
27. Maintains a safe environment for both staff and patrons.
29. Attends or conducts miscellaneous meetings and training sessions at district-wide meeting sites.

**Marginal Functions:**

1. Participates in committee work and chairs committees when needed.
2. Assists in other departments as needed.
3. Ensures completion of and submits employee leave request forms.
4. Attends and participates in professional association meetings and seminars.
5. Performs related duties and responsibilities as required.

6. Serves as "Person in Charge" as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

1. Professional public library principles, practices, and techniques.
2. Children's and young adult literature.
3. The Library of Congress Classification System.
4. Current trends and developments in the field of library science especially those pertaining to children's services.
5. Research techniques.
6. Sources and availability of current information.
7. Effective supervisory techniques and practices.
8. Basic accounting principles and procedures.
9. Library District, branch, and department policies and procedures.
10. Library District terminology and functions.
11. Correct English usage, spelling, punctuation, and grammar.
12. Automated systems used in libraries, on-line tools and resources, the Internet, and computerized catalogs.

**Ability to:**

1. Supervise and direct the work of subordinate staff.
2. Exercise good judgment and make sound decisions.
3. Maintain effective working relationships with those contacted during the course of work.
4. Plan, organize, and prioritize projects and work assignments for efficient results.
5. Work under pressure and meet deadlines.
6. Work both independently and as part of a team.
7. Accept and manage change and maintain flexibility.
8. Understand and follow oral and written instructions.
9. Communicate clearly and concisely, both orally and in writing.

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10. Communicate with and elicit information from children of all ages.
11. Communicate with and elicit information from difficult, upset, and irate patrons.
12. Maintain the mental capacity for effective interaction and communication with others.
13. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
  - standing, walking, or sitting for extended periods of time;
  - bending, reaching, stooping, and pushing;
  - lifting and carrying;
  - operating assigned equipment.
14. Maintain effective auditory and visual perception needed for:
  - making observations;
  - communicating with others;
  - reading and writing;
  - conducting story hours and programs;
  - operating assigned equipment.

**Skilled in:**

1. Use of automated library systems.
2. Use of personal computers and associated software.
3. Use of library and general office equipment.

**QUALIFICATIONS**

**Training and Experience:**

Master's Degree in Library Science from a college or university accredited by the American Library Association required; one (1) year of experience as a professional librarian required; which included professional experience in a YPL or Children's Services Department; demonstrated ability to implement strategic library service objectives with measurable outcomes, effectively supervise and motivate subordinate staff, develop and maintain positive relationships with library customers and patrons, vendors, schools, District-wide staff and management required.

**Physical Requirements:**

Essential and marginal functions may require maintaining the physical condition necessary for standing and walking; frequent lifting of objects of light weight (5 - 10 pounds); occasional lifting objects of moderate weight (11 - 20 pounds); frequent

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bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time.

Tasks require sound perception, visual perception, color perception, and oral communications ability.

**Environmental Requirements:**

Tasks are performed with infrequent exposure to adverse environmental conditions.

**FLSA: EXEMPT**

**CBA: SUPERVISOR I**

**DEVELOPED: JULY 1, 1995**

**REVISED: APRIL 5, 1998  
JUNE 17, 1998  
JUNE 20, 2001  
MAY 5, 2003**