

## ASSISTANT HEAD OF CHILDREN'S SERVICES

### **Position Purpose:**

In a professional position, under the direction of the Head of Children's Services, the Assistant Head of Children's Services develops and implements outstanding library programs and services for children; assists and advises patrons in the use of the collection, management of volunteers, collection development, and other operational tasks. In the absence of the Head of Children's Services, the Assistant Head of Children's Services is responsible for the department.

### **Supervision:**

*Supervision Scope:* Performs professional library work of a diverse nature; requires the exercise of independent judgment and initiative in the planning and provision of children's services.

*Supervision Received:* Work is performed under the general direction of the Head of Children's Services. Employee establishes own work plan and completes work in accordance with established library policies and standards. Unusual situations or cases involving clarification of library policies and procedures or questionable situations are referred to the Head of Children's Services, Assistant Director or Library Director, if required.

*Supervision Given:* None

### **Job Environment:**

Work is performed under typical library conditions; the noise level is moderate at most times. Essential functions are regularly performed without exposure to adverse environmental conditions. Library operating hours regularly require evening and weekend work.

Operates standard office equipment including computers and peripherals, telephone, and library equipment. Regular use of Google Suite and Microsoft Office (specifically MS Word, MS Excel) required, proficiency in all social media outlets, management of library calendar through calendar software required, ability to update and manage library's website necessary (Wordpress), and use of various software systems to manage technology in Children's Department.

Has constant contact with the general public, children, parents, and childcare providers and regular contact with schools, teachers, children, and other librarians; some contact with Library Trustees, Library Support groups such as the Goodnow Library Foundation, other community leaders and other community organizations.

Adjusts pace and priorities based on the level of activity; and multi-tasking – balancing two or more duties effectively.

### **Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Provide a wide range of Library services for children, families, caregivers, and educators.

Daily responsibilities include reference and readers' advisory services, the development and implementation of programs, and management of the Children's Department volunteer program.

Creates, plans, organizes and implements children's department programs and services for multiple age groups based on nationally recognized library standards.

Participate in the advancement of services through a wide variety of marketing efforts, including newsletters, email blasts, print and electronic handouts, and social media.

Work closely with supervisors and staff to design a creative and educational summer reading program.

Participate in community outreach, including school visits

Provide support and training for staff.

Solicit, interview, select, train and schedule volunteers.

Work to improve the efficiency and organization of the children's department.

Select books and materials to support the needs and interest of the community.

Responsible for managing department's print and non-print resources budget in certain collections.

Assist with staff scheduling, policies & procedures, and program statistics.

Participate in Short- & Long-Term Planning.

Handles daily operations of the Children's Room and acts as supervisor when Head of Children's Services is not available.

### **Recommended Minimum Qualifications:**

#### **Education, Training and Experience:**

Master's Degree in Library Science or enrollment in a L.S. graduate program from an accredited institution required. One to two years working with children in a library or school setting. Applicants' adept at providing reader's advisory services to school age children and experience running music and movement programs, story times, book groups, and other programs for various elementary age groups preferred.

#### **Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of the principles and practices of public library operations and service, and familiarity with automated library services and applications. Extensive knowledge of word processing, spreadsheet software applications, online databases, and social media outlets,

website management, e-reader technology, calendar management software, and other related applications. Masters level knowledge of children's literature and library services to children.

*Ability:* Ability to deal effectively with the public in a courteous and tactful manner (including children and young adults). Strong ability to communicate effectively both verbally and in writing to age-appropriate groups. Ability to direct the work of staff, and to establish and maintain good working relationships with other library staff and volunteers. Ability to use online database searches, word processing, and spreadsheets and the ability to train others in system uses. Ability to speak in public. Ability to work in a fast-paced environment. Interest in creative play, arts and crafts. Ability and willingness to learn new skills. Ability to understand, interpret and apply library and network policies and procedures accurately, fairly and tactfully.

*Skills:* Excellent planning and organizational skills. Excellent customer services and public relations skills. Ability to adeptly use Google Suite, Canva, Marketing Software, Microsoft Office Suite, social media outlets for marketing and publicity.

Physical Requirements:

*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.*

Tasks require the ability to exert moderate physical effort, which may involve standing for long periods, lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (30 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Certain tasks require the ability to view computer screens and print materials for extended periods of time. Certain tasks require verbal communication. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

*(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.)*