

Maywood Public Library District
Job Description

Position Title: Head of Youth

Position requirements: Full-time Exempt

Reports to: Library Director

Essential Functions: Responsible for facilitating excellent library service to patrons ages birth and 17, through the management of the staff, collection, and program services of the department.

Responsibilities/Duties:

- Provides and models friendly, efficient, knowledgeable customer service to internal and external customers.
- Selects, supervises, trains, monitors, counsels, schedules, and evaluates work of the Youth Services staff. Holds regular department meetings to ensure collaboration and communication among department staff.
- Develops, implements, promotes, and evaluates procedures and services that implement operational policies for the Youth Services Department. Consults with Library Director on library-wide policy maintenance.
- Manages the daily operation of the Youth Services Department, performing any duties for the department as needed
- Oversees and provides reference, readers' advisory, programming, and collection development
- Plan, promote, implement and maintain records of programs for children birth – teens.
- Responsible for providing the Youth Services content of the Library's newsletter
- Creates program specific promotional materials and maintains online registration calendar.
- Develop and maintain community relations with local organizations including schools, community groups and local park districts.
- Attends appropriate local, regional, state and national meetings and conferences.
- Monitors and maintains the Youth Services expenditures within the limits set by the annual working budget.
- Creates and maintains department-related statistical reports for internal and external use. Prepares monthly board reports and attends board meetings as needed.
- Serves as Person-in-Charge in the absence of the Library Director on scheduled evenings and Saturdays.
- As a member of the Management Team, works on strategic planning and other Library-wide issues, meetings, initiatives, and events.
- Understands the Library mission, vision, and strategic plan.

Qualifications for appointment:

- Master of Library Science from an ALA-accredited institution or equivalent work experience.
- Minimum of four (4) years of Youth Services experience
- Minimum of three years supervisory/managerial experience
- Intermediate to advanced computer skills
- Commitment to providing excellent customer service

- Ability to exercise judgment/discretion when dealing with public/staff
- Available to work evening and weekends as schedule requires
- Ability to work as a member of a team
- Must be able to bend & stoop, reach up to 70", stand at length, and lift up to 50 lbs. with or without reasonable accommodation.

Date: December 2024