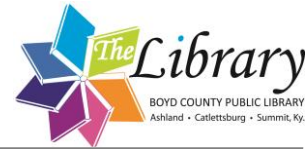


## YOUTH SERVICES SUPERVISOR



**Reports To and Supervised By:** Library Director

### General Description

Responsible for the administration, planning, supervision, and operation of the youth services department and for guiding district-wide services to create lifelong users; developing coordinated programming targeted at youth including collaborating with organizations serving children.

**Teams:** Youth Services Team Leader  
Programming Team Member  
Public Services Team Member  
Management Team Member

### Primary Responsibilities

- Performs core values to standards set by library (which include Teamwork, Accountability, Work Ethic, Professionalism, and Customer Service).
- Helps maintain an environment in the department that provides an enjoyable and convenient use of library resources.
- Stimulates library use for all age groups, through the development of new, innovative, and targeted programs, collections, and community outreach for youth (birth through high school) along with parents, caregivers, and teachers.
- Demonstrates a knowledge and appreciation of materials in a variety of formats that constitute a balanced, relevant youth collection.
- Ensures that users of all ages have full access to library materials and services as prescribed by the Library Bill of Rights and Freedom to Read and View Statement.
- Develops, implements, supports, enforces, and interprets library policies and procedures.
- Selects, trains, supervises, and evaluates department staff.
- Establishes goals and objectives for departmental service in accordance with Boyd County Public Library policies and strategic plan.
- Prepares administrative reports and oversees budget for department.
- Communicates department goals, activities, and/or needs to administration, colleagues, and support staff.
- Establishes and maintains regular communication and develops cooperative programs with schools and other agencies, institutions, and organizations serving youth in the community.
- Coordinates planning and implementing youth programming district-wide.
- Responsible for upkeep, security, and safety of department.
- Actively participates in committees, training, and other professional activities.
- Obtains and maintains Kentucky Department for Libraries and Archives state library certification at the Professional I level.
- Assists in other departments when required.
- Performs other duties as required.

### **Other Duties Include**

- Participating in department routines including, but not limited to, shelving materials, stocking supplies, answering telephone, and cleaning up as needed (such as straightening up, tidying, organizing, and light housekeeping).
- Assessing the community regularly and systematically to identify community needs, tastes, and resources.
- Evaluating service delivery processes, considering alternatives, and recommending effective course of action.
- Monitoring and assisting with patron self-check stations.
- Performing all aspects of opening and closing department.
- Running errands with personal vehicle.

### **Qualifications**

- Possess practical judgment and have ability to make objective decisions in order to set priorities and work independently.
- Displays creative problem solving abilities.
- Possess excellent organizational skills and be detail oriented, with ability to pay close attention to detail and concentrate on work in an environment that has constant periods of interruptions.
- Ability to communicate tactfully and effectively in English (Spanish, sign-language, and other languages helpful): verbally and in writing, with staff and the public, and in person, by telephone, or through electronic medium.
- Ability to see and read instructions, documents, materials written in English in print or in electronic formats.
- Ability to perform light physical work and to frequently lift and carry 10 pounds.
- Possess hand/eye/foot coordination adequate to effectively use office equipment.
- Ability to work in variable environments such as areas that may have fluctuating temperatures and that can be dry, dusty, and/or musty.
- Must be able to sit for long periods throughout the work day, with intermittent periods of that require standing for up to 2 hours at a 39-inch counter, walking, bending, overhead reaching, kneeling, carrying, pushing/pulling, and performing a variety of similar body movements.
- Possess skill in operating a variety of library office equipment (various computers, fax machine, security systems, and copiers)
- Proficiency with information management tools such as Windows applications, Microsoft Office, Internet Explorer, and integrated library systems (ILS) and ability to use with accuracy and reasonable speed.

### **Experience and Training**

- *Required:* Five years' experience in professional library work, at least one year in a supervisory capacity. Master's degree in library science from an accredited (ALA) school of library science. (Completion of MLS degree within 3 years of hire date may be considered in lieu of degree.)
- Knowledge of professional library methods and practices, including readers advisory, reference resources, and collection development for youth.

### **Special Requirements**

- *Must obtain Kentucky Department for Libraries and Archives state library certification at the Professional I level within three years.*

**Special Requirements (continued)**

- Possess a valid driver's license.
  - Must provide own transportation in the conduct of duties.
  - Ability to work nights and weekends, including Sundays.
- 

**Acknowledgment**

I have read Core Values and this position description. I fully understand the requirements set forth therein. I hereby accept the position of Youth Services Supervisor and agree to perform the identified functions in a manner and in accordance with Boyd County Public Library's established procedures and standards.

I understand that my employment is at-will, and thereby understand that my employment may be terminated either by the organization or myself, and that such termination can be made with or without notice.

\_\_\_\_\_ [to be signed by successful candidate]

Employee's Signature

\_\_\_\_\_ Date