

SUMTER COUNTY LIBRARY
Position Description

TITLE: HEAD OF CHILDREN'S SERVICES
REPORTS TO: LIBRARY DIRECTOR
FLSA Status: Exempt

Supervisor: Library Director

I. Qualifications

A. Educational Background: ALA accredited Master's Degree in Library and Information Science or equivalent combination of education and experience

B. Special skills or requirements

1. Visible aptitude for and successful experience in working with children and dealing effectively with people of all ages
2. Comprehensive knowledge of children's literature and services, program development and implementation including materials selection, collection development and public needs
3. Excellent supervisory skills including ability to monitor and evaluate job performance and provide training and development to staff
4. Knowledge of reference sources in a variety of formats
5. Ability to direct all functions related to children's services
6. Thorough knowledge of principles, theories and concepts of library and information science
7. Strong communication, interpersonal and public speaking skills; ability to communicate effectively, professionally, and courteously
8. Ability to work independently and collaboratively in a team environment that promotes continuous assessment and continuous improvement
9. Demonstrated ability to manage multiple projects and functions
10. Must be familiar with standard office equipment including personal computers and word processing, spreadsheet, and database software and be able to learn and implement Library specialty software systems and procedures
11. Must be able to demonstrate a strong commitment to diversity and work with a diverse community clientele
12. Ability to operate sound system and other multimedia equipment
13. Must possess valid SC Drivers License

II. General Functions

Coordinates and directs programs and services to children and young adults and provides support to those working with children; develops and proposes youth services programming, monitors the quality and effectiveness of existing programs and practices.

III. Responsibilities

- Provides library services, which may include daytime, evening and weekend hours
- Supervises and trains children's services staff and volunteers
- Coordinate the operation of the Children's Department throughout the Library system in cooperation with Branch Managers and Branch Children's Librarian
- Performs necessary functions to ensure the quality and effectiveness of children's services to the public. Ensures established program and policy guidelines are maintained by departmental personnel. Monitors and evaluates work performance of departmental personnel
- Administers, develops, and proposes departmental programming including collections development, policies and procedures for effectively administering children's services, materials selection, special events, etc. Prepares related progress reports and submits recommendations for new and revised programming
- Administers, organizes, schedules, and promotes special exhibits and programs
- Organizes and administers the annual Summer Reading Program. This includes identifying sponsors, designing appropriate hand-outs, press releases and advertisements, planning and coordinating activities, and supervising staff
- Administers, plans, develops, publicizes, and conducts story times (including arranging guest storytellers), special programs, and reading promotions
- Makes recommendations for purchase, reviews collection for weeding and possible replacements
- Accurately re-shelves library materials in their appropriate locations
- Provides reference assistant for children, parents, teachers, and patrons, including locating materials, referring to other resources and libraries, and advising patrons concerning choice of books or materials for themselves or for their children
- Instructs youth in the use of the library and the on-line catalog
- Prepares bulletin boards, signs, flyers, brochures, and banners for publicity. Decorates display cases and arranges special display areas for special events or promotions
- Prepares reading lists and bibliographies
- Conducts library tours and presents special programs upon request
- Interprets the Library's policies and procedures to the public in a customer friendly manner
- Coordinates, prepares, and conducts outreach activities in collaboration with community organizations
- Meets with agencies and individuals when relevant to children's and youth services and programming

- Researches grants for library related services and programs
- Compiles and maintaining departmental statistics
- Attends and participates in staff, department and professional meetings related to job responsibilities
- Actively pursues professional growth and development
- Maintains knowledge of library system in order to assist at any work area or location
- Ability to work under frequently stressful conditions and meet required deadlines
- Ability to recognize and correct errors and perform routine tasks efficiently and without difficulty
- Ability to follow established procedures and to perform work requiring considerable detail
- Possess good computing skills and the ability to operate and care for computer and other office equipment
- Possess strong conflict resolution and problem solving skills
- Ability to lift up to 50 pounds and push book carts weighing over 100 pounds
- Perform opening, closing, and safety procedures
- Establish and maintain effective working relationships with fellow employees, supervisors, and the public
- Follows all library policies and procedures as outlined in pertinent manuals
- Other duties as assigned (This is a representative sample, not to imply a complete listing of responsibilities and tasks)