



WILLIAM P. FAUST

Public Library of Westland

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HEAD OF YOUTH SERVICES Position Description

Reports to:	Library Director
Supervises:	Youth Services Librarians, Youth Services Associates, Teen Services Librarian and Volunteers
Schedule:	Full time, 40 hours per week. Flexible schedule to include days, nights and weekends.
Union Position:	Westland Library Supervisors Union SEIU Local 517M
Salary:	Starting at \$53,895 annually
Benefits:	Vacation leave, Personal leave and paid holidays. Employer provided contribution to retirement (401a) after meeting service requirements. Health, Dental, and Life insurance. Reimbursement for vision expenses.

SUMMARY:

Under the direction of the Library Director, manages all aspects of the Youth Services department to ensure that children and their families experience the joy of reading, storytelling, and the library as a learning resource in a friendly, creative, and dynamic environment. Hires, trains, evaluates departmental staff, and takes disciplinary action as needed. Oversees the department's annual budget and manages a current and relevant collection of materials for youth. Plans a variety of programs, displays, classes and other events for children and teens. Serves at the Youth Services desk and trains staff on library policies and procedures. Demonstrates a strong commitment to continuous improvement, innovation and exceptional customer service. Works with staff throughout the library to develop and implement programming, partnerships and other projects that enhance the library's image in the community. This position is a member of the Library's management team and will participate in strategic planning, policy development and other management level team responsibilities.

DUTIES AND RESPONSIBILITIES:

1. Supervises the daily operations of the Youth Services department comprising Youth Services and Teen Services.

DUTIES AND RESPONSIBILITIES (continued):

2. Responsible for oversight and final approval of departmental work schedules and coaches employees to accomplish established goals and enhance job performance.
3. Responsible for discipline or recommending discipline of Youth Services department employees to the Library Director, depending on the severity of the discipline.
4. Participates in the interviewing and hiring of Youth Services department employees.
5. Conducts annual performance evaluations of employees in the Youth Services department.
6. Effectively recommends transfers, suspensions, promotions, hiring and discharge of Youth Services employees.
7. Adjusts grievances of Youth Services department employees or effectively recommends action.
8. Develops and implements a variety of innovative programs and special events that capture the interest of young people and motivate them to become lifelong readers.
9. Manages the department's print, non-print, electronic, and periodicals collections.
10. Instructs children and teens in information-gathering and research skills.
11. Leads outreach initiatives with schools, daycares, preschools and other community organizations that serve children and their caregivers.
12. Coordinates with school librarians and teachers to support homework and research assignments.
13. Collaborates with other departments to enhance library services and implement special projects.
14. Develops marketing materials to promote youth collections, programs and services.
15. Prepares written and statistical reports on departmental activities and evaluates effectiveness of collections, programs and services.
16. Participates in fund raising and grant writing for special library programs/projects.
17. Coordinates equipment purchases and maintenance requests for department.
18. Coordinates projects for youth and teen volunteers.
19. Serves as the liaison to the Friends of the Library.
20. Serves on special task forces/committees as assigned by Library Director.
21. Serves as Supervisor-in-Charge of the library on a rotating basis.
22. Performs other related work as assigned by the Library Director.

EDUCATION AND EXPERIENCE:

1. ALA accredited Master's degree in Library and Information Science.
2. 4 - 6 years' professional experience in a library of equivalent size with relevant supervisory and youth services experience.
3. Bachelor's Degree from an accredited college or university.
4. Library of Michigan Level 1 certification.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Expert knowledge of current trends in Youth Services and modern public library operations.
2. Extensive experience working with youth of all ages,
3. Extensive knowledge of children's literature in all formats.
4. Strong organizational and planning skills.
5. Ability to work independently and as a member of a cross functional team.
6. Ability to handle multiple priorities and emergencies with minimum supervision
7. Demonstrated ability to train, supervise and motivate library staff in a union environment.

KNOWLEDGE, SKILLS AND ABILITIES (continued):

8. Demonstrated ability to interact with children and parents in a warm and engaging manner.
9. Strong interpersonal and public relations skills with library staff and patrons.
10. Ability to interpret statistical data, analyze information, and evaluate programs.
11. Strong working knowledge of Windows-based computers, the Internet, databases, automated library systems, downloadable/streaming resources and social media.
12. Be sensitive to and responsive to evolving community needs and aspirations.
13. Ability to operate a variety of standard office equipment including a computer, fax machine, cash register and copy machine.
14. Stays current with new trends and developments in library services.
15. Actively participate in professional organizations at the local, state or national level.
16. Valid Michigan Driver's License

PHYSICAL REQUIREMENTS:

- Physical ability to push/pull fully loaded book carts weighing up to 200 lbs., retrieve or place materials above shoulder or below knee level, and lift/carry materials and delivery bags weighing up to 40 pounds.
- Ability to sit, stand, and walk for long periods, and the ability to bend, reach, stoop, or crouch.
- Sufficient clarity of speech and hearing which permits the employee to communicate in writing and verbally.
- Sufficient vision which permits the employee to produce and review a wide variety of materials in both electronic and hard copy form.

The physical demands described above 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.

As a condition of employment, the successful candidate must pass a background check and pre-employment physical.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. The details herein are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. The library reserves the right to revise this job description at its discretion.

IL – December 12, 2019