Director of Children’s Services Grade 30

Spartanburg County Public Libraries
Spartanburg, South Carolina, 29306, United States

Salary: $53,471.00 (Yearly Salary)

Status: Full-time

Posted: 07/25/17

Deadline: Not stated

Position: Director of Children's Services Grade 30

Position Description:
FLSA exempt position, equivalent to non-exempt 40 hour position. Occasional nights and weekends as needed.

Position Responsibilities:

- Oversees Children’s Services for all locations of Spartanburg County Public Libraries, providing guidance for children’s librarians and assistants in the areas of program development and reader’s advisory for children from birth through age 12
- Keeps informed of new practices in the area of Children’s Services, including Every Child Ready to Read, and develops strategies to implement best practices for children throughout the SCPL system
- Oversees the Youth Services team, which includes librarians and assistants from all SCPL locations, scheduling meetings and providing training for the team
- Oversees a large programming budget which includes system-wide coverage of Summer Reading materials and performers and Every Child Ready to Read materials
- Guides the work of a creative team to implement the Libraries’ Board of Trustees’ strategic goals around programs, staff, collection and environment
- Directly supervises the staff of the Children’s Department at the Headquarters Library including scheduling staff and providing training and outreach opportunities for staff
• Creates and maintains strong/positive relationships with the community, staff and vendors
• Participates in local community initiatives related to children, including attending meetings and serving on boards or committees

**Required Qualifications:**

• ALA/MLS from an accredited ALA library school.
• 2 or more years of experience in a supervisory role and 3 or more years of experience working in Children’s Services

**KNOWLEDGE & SKILLS:**

• Knowledge of best practices for children in a library environment, including *Every Child Ready to Read*
• Extensive knowledge of children’s literature and reader’s advisory practices as they relate to children
• Skills in creative and critical thinking, budget analysis and development, team building, and strategic planning as well as skills in project implementation
• Ability to develop the Library’s mission, vision and goals into successful strategic and operational initiatives and to encourage and involve staff in the planning process
• Must be able to analyze and implement efficient workflows and systems and to effectively collaborate with Library staff and partners as well as the ability to creatively problem-solve, negotiate and handle stressful situations in a positive and inclusive manner and model a positive attitude, excellent interpersonal/communication skills, cultural sensitivity, and a sense of humor
• Ability to establish priorities and meet deadlines and lead and motivate high productivity teams
• Ability to identify technological and other opportunities for increased efficiencies and improved customer service and to foresee future trends and advance the positive reputation of the Spartanburg County Public Libraries
• Proven experience in fiscal management, leadership, supervision, project management and working with teams to address specified goals with demonstrated positive interpersonal skills

**Closing Date:** Not stated