Head of Children’s Services

This job description contains the facts necessary to evaluate and distinguish it from other jobs. It is not intended to be a detailed description of every duty and responsibility.

SUPERVISOR: Assistant Director  LEVEL: 3
LOCATION: Children’s Services Department

JOB FUNCTION: Administer the Children’s Services Department

ESSENTIAL JOB DUTIES:
1. DEPARTMENTAL ADMINISTRATION
   A. Oversee daily departmental operations.
   B. Represent department at council meetings.
   C. Conduct departmental meetings.
   D. Meet with assistant director.
   E. Prepare annual department budget and monitor expenditures.
   F. Recommend and implement policy and procedural changes.
   G. Serve as liaison to other departments.
2. PERSONNEL
   A. Participate in interviews and make hiring recommendations.
   B. Supervise employee training.
   C. Supervise employee performance.
   D. Appraise employee performance.
   E. Make job assignments.
3. CHILDREN’S SERVICES DUTIES.
   A. Plan and implement children’s department programming.
   B. Coordinate children’s programming system-wide.
4. ENFORCE LIBRARY BEHAVIOR GUIDELINES
   A. Maintain general awareness of patron activity in area of library covered by responsibility.
   B. Whenever observed, problem behavior by patrons is handled as instructed in the “Library Behavior Guidelines.”
5. EMPLOYEE RELATIONS
   A. A courteous, cooperative, friendly and helpful manner is always demonstrated.
   B. Concerns or complaints are discussed with the individual(s) that can do something about it.
   C. I respect the chain of command when appropriate.
   D. My attitude and behavior do not hinder other employee’s job performance.

NONESSENTIAL JOB DUTIES:
1. DEPARTMENTAL ADMINISTRATION
   A. Be in charge of the library as needed.
2. PERSONNEL
   A. Oversee scheduling in the Children’s Department.
3. CHILDREN’S SERVICES DUTIES
   A. Participate in the selection of Children's materials.
   B. Promote children’s library services and programs.
   C. Assist patrons and provide back-up to staff as needed.

EXPERIENCE: Minimum of 3 years relevant experience required.
EDUCATION: MLS or MSLS from ALA accredited school

COMPUTER SKILLS: MS Office (recent version), Innopac.

EQUIPMENT SKILLS: PC

PERSONAL SKILLS AND CHARACTERISTICS: Good written and oral communication skills, decision making skills, organizational skills.