

ESSENTIAL FUNCTIONS OF THE POSITION

- Plans, coordinates, supervises, and evaluates the library services for children, teens, and their caregivers.
- Develops goals, objectives, and procedures for the children's department within the scope of the overall policies and goals of the library.
- Models a high level of customer service.
- Develops and maintains relationships with schools and community organizations.
- Represents the library in the community as assigned; promotes good public relations in the community; keeps informed of community developments; participates in professional organizations.
- Demonstrates a knowledge of developmental needs and interests of youths.
- Attends meetings, conferences, seminars and community events as directed; serves on boards and committees as assigned.
- Maintains a thorough knowledge of current trends and techniques in children's services by participating in professional organizations, workshops, and continuing education.
- Coordinates and communicates with other staff to facilitate library goals.
- Works with the director to maintain children's and teen collection.
- Supervises children staff and directs other staff and program providers as needed.
- Compiles and organizes data for programs, activities, and partnerships.
- Works directly with the public as needed including readers' advisory and responding to reference questions.
- Performs any and all other related duties as assigned or directed in order to promote, further and ensure the effective and efficient operation of the library.

QUALIFICATIONS

- Bachelors in relevant field, MLS/MLIS preferred.
- Minimum two (2) years of professional experience working with children.
- Demonstrated service-oriented professional experience.
- History of progressive professional responsibility.
- Public library or relevant experience.
- Ability to work independently
- Provides leadership and management.
- Exhibits creativity and initiative to meet service goals.
- Fosters communication and teamwork between departments.
- Competency with computers and various social media platforms.

SPECIAL REQUIREMENTS

- Flexible schedule and willing to work evenings and/or weekends. Exempt, salaried employee. Duties may exceed forty (40) hours per week, due to nature of the position.
- Successful completion of background check.
- Valid State of Ohio driver's license.

PHYSICAL DEMANDS

- Periodic to occasional travel by automobile is required for position responsibilities.
- Manual dexterity and physical ability to perform tasks (repeated lifting weights up to 25 pounds, continual standing, reaching, bending and walking).

The above statements are intended to describe the general nature and level of work being performed by any person assigned to this job. They are not intended to be an exhaustive list of all responsibilities and duties required of an employee assigned to this position.