

**Position Title:** Head of Youth Services  
**Supervisor:** Library Director  
**Classification:** Full-time, exempt status.

**Responsibilities of Position:**

1. Supervises the Youth Department and manages the department's budget.
2. Oversees equipment purchases and maintenance for department.
3. Oversees collection development for department.
4. Seeks out potential partnerships.
5. Supervises the children's programming activities.
6. Supervises the development of youth programs and services.
7. Engages in outreach to schools and other community organizations and agencies that serve children and their caregivers.
8. Identifies and addresses infant, child, and adolescent learning and development and their implications for library service.
9. Maintains and develops a youth collection promoting early literacy learning in a balanced and comprehensiveness manner.
10. Maintains a welcoming, attractive and functional environment for youth and caregivers.
11. In charge of interviewing, hiring, training, and evaluating staff.
12. Responsible for marketing and outreach services of department.
13. Works on library-wide projects.
14. Serves as Supervisor-in-Charge on rotating basis.
15. Implements policies under general direction of Library Director.
16. Participates in the development of overall library policies, goals, objectives, and plans.
17. Evaluates effectiveness of library programs.
18. Evaluates results of departmental statistics.
19. Assists in compilation of library statistics and reports.
20. Acts as liaison to community groups and organizations.
21. Participates in fund raising, grant writing, and public relations output.
22. Participates in long-range planning.
23. Assists in developing and participating in library staff cross training.
24. Scheduled in other departments as needed.
25. Must be able to work flexible hours, including evenings and weekends.
26. Uses own vehicle for travel away from the library building.
27. Performs other related work as required.

**Knowledge and Abilities:**

1. Considerable knowledge and understanding of basic library principles, procedures, technology, goals, and philosophy of service.
2. Ability to meet, communicate with, and deal effectively with staff and the public and maintain effective public relations.
3. Ability to employ appropriate techniques to establish service needs and to see that they are met.

4. Ability to write and administer a budget effectively.
5. Ability to write grants and other related library output.
6. Ability to use knowledge and training to productively serve the needs of the library.
7. Ability to plan and direct library services and technical work.
8. Willingness to maintain skills in above-mentioned areas through active participation in appropriate professional learning experiences.
9. Ability to deal harmoniously with patrons, vendors, and library staff.

**Skill Requirements:**

1. Communication Skills: effectively communicate ideas and information both in written and oral form.
2. Reading Ability: effectively read and understand information contained in memoranda, reports, and bulletins, etc.
3. Ability to Comprehend and Follow Instruction: effectively follow instructions from supervisor, verbally and in written form.
4. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator and advanced calculations with a calculator.
5. Time Management: set priorities in order to meet assignment deadlines.
6. Planning and Organizational Skills: develop required plans to solve problems; take advantage of opportunities to accomplish goals; establish systematic methods for accomplishing goals.
7. Equipment: computer literate.

**Education and Experience:**

1. Masters of Library Science from an American Library Association accredited library school.
2. Eligibility for appropriate Michigan Library certificate.
3. Three years of experience in a library of equivalent size and relevant experience as a Department Head.
4. Or, any combination of the above education and experience.

## **Hiring Criteria**

The criteria used to hire for this position will be:

1. The candidate is able to perform the “Responsibilities of the Position”, possess the “Skill Requirements”, meet the “Education and Experience”, and possesses the “Knowledge and Abilities” required for the position as stated in the Job Description.
2. The candidate presents a neat and clean personal appearance.
3. The candidate possesses a personality conducive to working well with other staff and with the public.
4. The candidate is available to work the required hours of this position.
5. The candidate is motivated to work.
6. The candidate is shown to be dependable, punctual, and provides satisfactory performance through previous work and reference checks.
7. The candidate filled out the application and resume completely and truthfully.

## **Compensation**

The salary is \$50,000.00 - \$54,000.00 dependent upon experience.

Benefits include: medical, dental, life insurance, 401a, 457 (optional), paid vacation, holidays, and personal leave.

## **Application Process**

Review of applications will begin immediately. Applications will be accepted until position is filled. Library applications are available on the library website at <http://westlandlibrary.org/about/jobs>. To apply, send resume, cover letter, three professional references, and a completed employment application by standard mail, fax, or email attention to:

Sheila Collins

Director

William P. Faust Public Library of Westland

6123 Central City Parkway

Westland, Michigan 48185

[Sheila.collins@westlandlibrary.org](mailto:Sheila.collins@westlandlibrary.org)

FAX: 734-595-4612