

HEAD OF CHILDREN'S SERVICES

GENERAL STATEMENT OF DUTIES

Under the direction of the Library Director, responsible for the planning, management and supervision of all children's & teen services, including programming and purchasing of materials.

DISTINGUISHING CHARACTERISTICS AND EXAMPLES OF WORK

Cooperation as a team member in performing duties is essential.

Responsible for planning all children's and Teen programming.

Purchases all children's and teens books, audiovisual and all other material.

Administers and controls Children's Services budget expenditures to stay within appropriate levels.

Promotes and publicizes the services, programs and resources of the Children's Services Department in coordination with the Marketing and Social Media Coordinator.

Works Reference Desk as scheduled including one night per week and one Sunday per month.

Conducts all in-service training for Children's/Teen staff to keep them informed of new procedures and purchases.

Maintains current knowledge of field through attendance at conferences, seminars etc., and through literature review.

Prepares narrative and statistical reports for the Library Director.

Performs other duties as required.

BASIC KNOWLEDGE

The completion of an accredited Master of Science degree in Library Science preferred. Knowledge of specific departmental operations and activities as appropriate. Experience working with Microsoft Office (Word, Excel) and updating social media accounts.

EXPERIENCE

Three to five years related public library experience. This experience should be in working with children.

SUPERVISORY RESPONSIBILITY

Provides supervision for one Children's Programming Assistant II and one Teen Assistant II.

INDEPENDENT ACTION

Functions within the scope of library policies, procedures and practices as a department head. Reports directly to the Library Director.

ADDITIONAL REQUIREMENTS

Pennsylvania criminal, child abuse and FBI background checks required.

COMPENSATION

\$45,000-\$48,000 depending on experience. Benefits include vacation and sick leave, health and dental insurance, pension plan and optional TIAA-CREF participation.

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To apply, email a cover letter, resume and list of three professional references by December 28, 2020 to: LaTanya Burno, Library Director, Marple Library, madirector@delcolibraries.org