

## **Dunham Public Library**

### **Head of Youth Services Job Description**

#### **General**

The Head of Youth Services supervises youth services programming staff, plans, promotes, and implements programs for children from birth through high school, provides reference and reader's advisory services and is responsible for collection development of all children's and teen collections.

#### **Essential Job Functions:**

- Plans and conducts early literacy story times and a variety of programs for children, families and teens.
- Fosters child development by offering meaningful learning and socialization opportunities and experiences.
- Promotes the library in the community through outreach to the local schools, early childhood programs
- Maintains calendar of events and program statistics.
- Maintains departmental programming budget.
- Develops and maintains all children's and teen collections and corresponding budget
- Coordinates with other programming staff

#### **Knowledge, Skills, Abilities**

- Strong organizational skills and the ability to prioritize and meet deadlines
- Must have knowledge of children's literature and the role of S.T.E.A.M. and technology in the public library environment.
- Ability to plan, promote and implement programs that involve detail and flexibility.
- Ability to work with parents and children and adapt to difficult situations.
- Passion for sharing a love of reading and learning with children of all ages.
- Ability to work well as a part of a team that provides exceptional youth services to our community.
- Willingness to work a flexible schedule as needed to provide programming that meets the needs of the community.
- Must be proficient in Microsoft Office Suite, Google Suite, Canva and in the use of social media as a promotional tool.

**MINIMUM QUALIFICATION: Either: *Program Coordinator or Librarian I***

***Oneida County Civil Service Program Coordinator***

(A) Possession of Bachelor's Degree AND two (2) years of experience in planning, implementing, organizing, overseeing, or administering a community service, human service, or program; OR

(B) Possession of Associate's Degree AND four (4) years of experience in planning, implementing, organizing, overseeing, or administering a community service, human service, or program.

<https://oneidacountyny.gov/assets/Personnel/JobSpecifications/P/Program-Coordinator.pdf>

***Oneida County Civil Service Librarian I***

Possession of Master's Degree in Librarianship (MLS)\* from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following accepted education practices.

\*Some universities have renamed their programs and no longer designate the degree as an M.L.S. Contact the NYS Library's Division of Library Development for assistance.

**SPECIAL REQUIREMENT:** Possession of a New York State Public Librarian's professional certificate at time of application.

<https://oneidacountyny.gov/assets/Personnel/JobSpecifications/L/LibrarianI.pdf>

The full-time position is a 35 hour week with a competitive salary commensurate with experience. Paid vacation, holidays, sick time, health insurance and New York State retirement provided. \$17.00 - \$21.00 per hour dependent upon education and qualifications.

Apply directly to Oneida County Civil Service by July 27. If you have questions email April Bliss at [abliss@midyork.org](mailto:abliss@midyork.org) with the subject heading Head of Youth Services Position. I will be checking the DPL civil service portal daily for applications.. Applications will be reviewed on a rolling basis. The position starts September 8th.