

POSITION: Head of Youth Services

REPORTS TO: Library Director

EMPLOYEE TYPE: Full Time, Exempt

GENERAL SUMMARY

The Head of Youth Services performs professional library work involving the development and execution of Rye Public Library's services and programs for youth in the town of Rye. This individual will be responsible for planning, directing, and/or performing all aspects of RPL's services and outreach to children from preschool to young adult. As a permanent full-time, salaried, and therefore exempt employee of Rye Public Library, the Head of Youth Services may be expected to work beyond a normal 40-hour week, as necessary and reasonable. The Head of Youth Services may be asked to attend meetings of the Board of Trustees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works collaboratively with the Director, Assistant Director and library staff to support the library's strategic vision.
- Possesses outstanding organizational skills, the ability to multi-task and prioritize the work load.
- Has familiarity with the Rye community's library needs and interests for patrons from birth through high school. Is able to create an atmosphere which is inviting to all ages, and particularly to the teen population.
- Oversees materials acquisition, cataloging, processing, and de-selection in all youth categories. Evaluates and selects library materials for youth based on knowledge of community needs, review of professional journals, extensive familiarity with youth literature, staff and patron input, and in keeping with RPL policy.
- Completes or oversees multiple administrative tasks including emails to library patrons and local schools, monthly trustees' reports, quarterly town newsletter submission, and occasional book reviews and articles for RPL's newsletter.
- Works within Director's budgetary guidelines to manage acquisitions expenditures.
- Performs or oversees reference work/readers advisory for youth from birth through teen which includes providing information, instruction in the use of the library, conducting class visits in both the library and schools, researching reference requests, and reserving materials. A strong familiarity with the youth department collection is required.
- Monitors operating procedures, recommends changes, and constantly works to improve operations.
- Develops, interprets, and recommends policies and procedures affecting youth services.
- Supervises or performs the planning, organization, and execution of developmentally appropriate youth programs, including book talks, storytelling, displays, crafts, etc.; special attention is given to providing teen programming. Plans and recommends new services. Intensive summer program planning and implementation for both youth and teens is required.
- Participates in and provides reporting to staff meetings.
- Promotes youth services through community outreach, and electronic and print media.
- Promotes cooperative programming with similar institutions.

- Is responsible for training and supervising youth staff and volunteers. Gives input on performance evaluations.
- Responds to RPL users' requests, suggestions, and complaints. Refers matters to the Library Director as needed.
- Maintains records of activities and prepares reports for the Library Director as requested.
- Keeps abreast of developments in youth library services.
- Attends meetings of youth librarians and professional organizations for the sharing of information and cooperative programming.
- Assists in RPL's budgetary process related to youth services and works with the Library Director in formulating and recommending the budget for youth services.
- Oversees communication of youth department's operational supply re-orders through the Library Director.
- Oversees adoption or discard of donated materials for the youth department.
- Participates in daily library services such as circulation, reference, material selection, patron communications, community and electronic outreach, etc.
- Prioritizes daily face-to-face interactions with patrons and staff.
- Demonstrates commitment to ongoing professional development and attends meetings at the discretion of the Library Director.
- Other tasks that may be assigned by the Library Director or designee.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as requested by supervisor.

SUPERVISORY CONTROLS The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts which arise; coordinating the work with others as necessary and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work or effectiveness in meeting requirements or expected results.

GUIDELINES Guidelines are available, but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as RPL policies, regulations, precedents and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

COMPLEXITY The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

SCOPE AND EFFECT The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs or equipment; the adequacy of such

activities as field investigations, testing operations or research conclusions; or the social, physical and economic well-being of persons.

PERSONAL CONTACTS People contacted generally are engaged in different functions, missions and kinds of work. The contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants).

PURPOSE OF CONTACTS The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY Employees at this level possess the authority to assign, coordinate and review the quality and quantity of the work of other employees. They instruct employees in specific techniques or technical methods for accomplishing work assignments. They usually perform the same type of work as the employees supervised, but may be responsible for performance of the more technically difficult, controversial, or sensitive work assigned to the unit or group. They are not normally responsible for counseling or disciplining employees or for performing personnel management functions such as evaluating performance, recommending hiring or discharge, making salary decisions, etc.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

Bachelor's degree with a major in education, child psychology or a similar field and five years of work experience in a public or school library setting. A MLS/MLIS degree from an ALA accredited program or a Master's degree in a comparable field along with experience working with children in a library or school setting is highly desirable.

Knowledge, Skills and Abilities

- Knowledge of general and local public library policies and procedures, principles and practices.
- Proficiency with library technology, including computers and related hardware and software, automated circulation systems, digital resources, and library services on mobile devices.
- Ability to interact positively with library patrons, staff and volunteers.
- Ability to engage youth of all ages including teens and tweens.
- Ability and willingness to assist and support colleagues, contribute ideas and maintain flexibility.
- Ability to work independently and manage numerous tasks.
- Ability to develop and implement programs.
- Ability to learn and implement new concepts.
- Exceptional customer service and instructional skills.
- Oral and written communication skills.
- Planning and organizational skills.

SUPERVISION EXERCISED

Supervises youth department staff.

LICENSING AND CERTIFICATION

None.

TOOLS AND EQUIPMENT USED

Computers, software, book carts, AV equipment, scanners, step stools, ladders and other general office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk, see or hear. The employee must occasionally lift and/or move up to 35 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in a library setting. Evening and weekend hours are required.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Employee Print _____

Employee Sign & Date _____

Adopted by the Rye Public Library Board of Trustees, June 2019

Updated, May 2026