GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for coordinating the operations of the department’s Family and Youth Services staff, to include the planning and implementation of library services for children, teens, and families in alignment with organizational mission requirements. Reports to the Library Administrator.

ESSENTIAL JOB FUNCTIONS

Responsible and accountable for coordinating the department’s services, and programnings for Youth Services. Oversees and monitors activities of the Youth Services Librarians to include visiting branches and sites. Coordinates library staff participation in systemwide youth programs. Responsible for the purchase of equipment, and materials needed; oversees the associated budget.

Responsible for the effective supervision of assigned staff to include leave approval, performance management, employee relations, prioritizing and assigning work and related activities. Establishes goals and objectives and monitors progress to insure goals are met, ensures all work is completed in a timely manner and reviews completed work.

Chairs the Youth Services Committee; conducts monthly meetings and serves as liaison for the Director. Coordinates and facilitates Youth Services outreach activities, as well as participation in systemwide youth programs. Works with the department’s Youth Services staff to create, organize, publicize and promote youth programs.

Represents the Newport News Libraries Youth Services at various City-sponsored and local organization meetings; participates on library committees and task forces; works with the Mayor’s Book Club in various capacities.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City’s Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.
REQUIRED KNOWLEDGES

• Library Administration – Comprehensive knowledge of the principles, methods and practices of library science. Knowledge of library related database systems and networks to include automated circulation systems, on-line bibliographic retrieval services and cataloging services. Knowledge of office systems, practices, procedures and administration. Knowledge of general office equipment to include personal computers.

• Supervision - Knowledge of supervisory techniques, principles and procedures to assign work, schedule, supervise, train and evaluate the work of assigned staff. Knowledge of personnel recruitment, selection, and the use of personnel information systems.

• Customer Service - Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services.

REQUIRED SKILLS

• Computer Skills - Utilizes a personal computer to enter and retrieve information, as well as library software to effectively complete a variety of tasks with reasonable speed and accuracy.

• Judgment/Decision Making – Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considering the relative costs and benefits of potential actions to choose the most appropriate one.

• Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations and the public.

REQUIRED ABILITIES

• Communication – Ability to effectively communicate ideas and proposals verbally and in writing, to include the preparation of detailed reports which include numerical information and statistics. Ability to handle a variety of patron issues with tact and diplomacy and in a confidential manner. Ability to listen and understand information and ideas being presented verbally and in writing.

• Coordination of Work – Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Ability to establish priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibility over others.

• Accounting and Budgeting - Ability to perform arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.

EDUCATION AND EXPERIENCE

Requires a Master's Degree in Library Science from an American Library Association (ALA) accredited library school and 4-6 years’ experience as a professional librarian including 2-4 years’ experience in a lead or supervisory capacity, or an equivalent combination of education and experience.
ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and an acceptable sex offender registry check. Requires a valid driver’s license with an acceptable driving record.

Requires certification as a professional librarian by the Library of Virginia within 6 months of employment.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL HAZARDS

Essential functions are regularly performed without exposure to adverse environmental conditions.