

MERIDEN PUBLIC LIBRARY
LIBRARIAN III
HEAD OF CHILDREN'S SERVICES

NATURE OF WORK

This is supervisory library work involving the management of a major library activity. Work involves responsibility for the direction of Children's and Teen Services and coordination of library collection development for youth. Employees are expected to solve most technical and administrative problems independently within the framework of established library policy.

SUPERVISION RECEIVED

Work is performed under the general direction of the Director of Library Services and the Public Services Coordinator who review it through reports, conferences and observation of results.

SUPERVISION EXERCISED

Supervision is exercised over professional and clerical personnel engaged in a variety of library work within youth services.

EXAMPLES OF WORK

- Plans, directs, and supervises all aspects of the library's youth services for pre-school through high school ages.
- Plans and assigns the work of subordinates; develops work procedures and schedules, and reviews work done in the youth services department.
- Prepares weekly schedule for Children's Library
- Develops Children's Library materials budget, evaluates and selects books and other materials for various age groups served by the Children's Library, and supervises and authorizes materials purchased by other Children's Library staff.
- Provides guidance to parents, teachers, and library users of all ages concerning appropriate and desirable material for reading and other purposes
- Works in collaboration with groups serving the community's youth, including the Board of Education.
- Plans and organizes special events, programs and services based on the needs and interests of the community. Develops and conducts educational, cultural and recreational enrichment through library programs for children that encourage literacy and the use of library facilities, materials, and technologies.
- Writes grants to support children's programming
- Ensures that promotional materials highlighting youth programs and services are designed and distributed. Updates information about youth services on the Library's website and other social media sites.
- Encourages and schedules staff to attend continuing education on pertinent topics
- Provides positive public relations and customer service practices.
- Handles daily issues with staff and patrons including difficult and/or disgruntled patrons.
- Familiarizes self and may train staff and customers in the use and operation of emerging technologies.

- Develops long-range plans and objectives for youth services for recommendation to the Director of Library Services.
- Reads professional publications and book reviews to keep informed of new publications; attends conferences and seminars to acquire additional professional knowledge.
- Handles facility and emergency management and oversees direction of the library in the absence of Security or Director of Library Services.
- Trains newly hired Children's Library staff.
- Performs related work as required.

MINIMUM QUALIFICATIONS REQUIRED

A Masters of Library and/or Information Science (MLS or MLIS) Degree from an accredited college or university and considerable professional experience in library work including some supervisory experience.

KNOWLEDGE , ABILITIES AND SKILLS

Considerable knowledge of professional library principles, methods, practices and materials.

Considerable knowledge of library reference and research materials, tools and procedures, technical processes and community service.

Considerable knowledge of reader interest levels, books literature and authors, and familiarity with media.

Ability to analyze professional and administrative problems, make responsive recommendations and take appropriate action.

Ability to plan, organize, and direct the work of a group of professional and clerical subordinates in a manner conducive to full performance and high morale.

Ability to express ideas clearly and concisely, orally and in writing to groups and individuals.

Ability to interpret library policies and objectives effectively to groups, and to establish and maintain effective relationships with library patrons and community groups.

PHYSICAL, MENTAL EXERTION/ENVIRONMENTAL CONDITIONS:

Works in an open setting subject to continuous interruptions and background noise. Exposure to computer screens on a daily basis. May be required to lift and move 10 to 20 pounds, for example, books, audiovisual equipment, office supplies, etc. Must be able to hear clearly to record telephone information. Must be able to bend, stoop, stand and reach, climb and kneel on a daily basis. Vision abilities required include close, distance, color and peripheral vision necessary to operate computers and various office equipment. Must be able to work under stress from demanding deadlines and changing priorities and conditions. There is frequent interaction with the public.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility.

Compensation: Meriden Supervisors and Professionals Union Pay Scale, Grade G.