



Youth Services Supervising Librarian

Opening Date: January 23, 2013

Closing Date: Open until filled

Posting Type: Internal/External

Pay Grade: 12

Salary Range: \$50,918.40 - \$68,479.59 annual pay

Are you a Strong Leader who is Passionate about Youth Services?

Then don't miss this opportunity to join our dynamic team of professionals who collaborate to produce innovative, educational and fun programs and services to meet the ever changing needs and interests of youth of all ages!

As a leader of the Youth Services Department you will be highly visible to the public in working to help every child become successful, happy and smart by developing a love of reading. This involves developing creative programs and services that meet the recreational, educational, and social interests and needs of families and youth in our community. You will also develop, implement and lead a variety of programs including Summer Reading Program, Read Out Loud, Children's Literacy, Teen Programming and Books in the Park for the District.

Who would you work with?

The Youth Services Supervising Librarian reports to the Director of Public Services and manages a department staff assigned to multiple locations. Services are provided at three public service desks located in Youth Services and Teen Central at the Rawlings Library location and another at the Library @ the Y location. As the district leader for Summer Reading programming, this position works with a team representing each branch. A close working relationship with the Community Relations is also important as they lead fundraising and marketing efforts for all programming. This position plays a significant role in representing the library district to local organizations, businesses, schools and the community at large.

What exactly does the YS Supervising Librarian do?

- Manages all operations of the Youth Services Department, implements and interprets policies and procedures, resolves complex customer complaints and provides solutions to personnel and library operations problems.
- Provides supervision and leadership to department staff including scheduling, performance evaluation, setting goals and coaching. Participates in recruiting and training staff. Oversees volunteers, interns and temporary staff as assigned to the department.
- Consults frequently with the Teen Librarian, and Early Literacy Librarian, and Library @ the Y Coordinator to provide support and guidance to Youth Service initiatives.
- Oversees daily operations such as addressing problem resolution and customer complaints. Maintains a safe and secure work environment by staying alert to the work environment and potential risks.
- Chairs the Library District's Children's Services Committee as members develop and implement programming including Summer Reading. Contacts, negotiates and contracts with program presenters.
- Provides communications to District staff and the Board of Trustees reporting services provided.
- Networks and develops partnerships with community organizations that also serve youth including Rocky Mountain SER Head Start, Pueblo Early Childhood Council, Bright Beginnings, Boys & Girls Club, and area school districts.
- Evaluates departmental budget by analyzing immediate and future needs. Formulates budget requests for personnel, supplies and equipment. Plans, budgets and maintains records of all Youth Services and Library @ the Y expenditures in collaboration with the Finance Department.
- Participates in conferences, meetings, and workshops to stimulate interest in the use of the library and to acquire additional professional knowledge and shares appropriate knowledge with staff.
- Proactively contributes input regarding the needs and interests of customers to members of the Collection Development Team.
- Compiles and submits statistical and narrative reports of activities.
- Regularly assigned the responsibility as Person in Charge, overseeing the building safety and security in the Rawlings Library on weekends and in the evening in the absence of the Director of Public Service.

Who are we looking for?

Qualified candidates will have a Master's Degree in Library Science from an accredited (ALA) school of library science and three years of professional library experience or three years experience working with the public, one of which was in a supervisory capacity, with demonstrated supervisory success and management of staff.

The ideal candidate will also possess the following skills and abilities: Leadership skills with ability to manage department operations and staff. Position requires knowledge of professional library principles, methods, practices and materials; in-depth knowledge of youth and young adult literature including collection development. Demonstrated skill in planning; program presentation skills for children and young adults with the ability to stimulate the interest of readers in library resources. Ability to work in peer groups, contributes ideas, maintain flexibility, and support changes within the organization. Demonstrates interpersonal skills necessary to establish and maintain good working relationships with library staff and patrons including confidentiality in transactions. Ability to conduct reference interviews, to analyze requests and to apply research skills to locate specialized technical information and provide patrons with alternative sources. Ability to provide efficient, courteous public service and present a positive image of the library in attitude, appearance, and performance of duties. Ability to use independent judgment within procedural boundaries. Ability to function under flexible and changing conditions. Thorough knowledge of print and electronic reference tools and research techniques including ability to use Internet and electronic databases and teach others their use. Ability to understand, accurately use, and teach the use of a variety of software programs, including various databases and the library's computer system.

Physical requirements include the ability to do repetitive work including hours of standing, bending, kneeling, shelving, lifting, pushing and pulling. Must be able to lift objects weighing up to 50 pounds and push /pull a fully loaded book cart weighing up to 200 pounds.

Other Requirements: Applicants must pass a criminal background investigation. Must have good driving record, current Colorado Driver's License and automobile insurance.

How do I apply?

Submit a completed PCCLD Employment Application, letter of interest and resume.

Email: sara.rose@pueblolibrary.org.

Mail: PCCLD, HR, 100 E. Abriendo Ave., Pueblo, CO 81004

Fax: 719-562-5609

Obtain an application by visiting www.pueblolibrary.org.

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