
New Castle Public Library

Youth Services Librarian

Job Description

GENERAL SUMMARY

The Youth Services Librarian at New Castle Public Library is responsible for the administration and development of library programs and collections for children and young adults. This role involves planning and implementing services, managing budgets, supervising staff, and coordinating with other library departments. The manager selects materials, maintains records and statistics, and fosters relationships with the community. Additionally, they ensure a positive customer service experience, attend meetings, and support a safe environment for patrons and staff.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (Duties may include all or some of those listed)

- Manage the development and execution of diverse and engaging library programs for children and young adults, aligning them with the library's mission and goals.
- Analyze community needs and evaluate program effectiveness to ensure that library services meet educational, informational, and recreational requirements of youth and caregivers.
- Take charge of budget planning and monitoring for the Youth Services Department, generating budget reports and analyzes to support informed financial decisions.
- Oversee the scheduling, training, supervision, and performance evaluation of department staff, fostering a high-performing team.
- Participate actively in the hiring process for the Youth Services Department and collaborate with other library departments in personnel selection.
- Exercise discretion in the selection and acquisition of age-appropriate books, multimedia, and educational materials, maintaining a relevant and diverse collection.
- Maintain records and statistics related to departmental programs and services, ensuring accurate reporting and assessment of outcomes.
- Implement and improve operational processes, striving for efficiency and seamless customer service, while also staying updated on industry trends and best practices through professional development.
- Develop and nurture productive relationships with schools, community organizations, businesses, government agencies, and library users, enhancing the library's reach and impact.
- Act as a consultant for youth services activities at district libraries when needed, resolving issues and negotiating solutions in alignment with established policies and guidelines.
- Performs additional duties as needed, adapting to evolving departmental needs and contributing to the overall mission and objectives of the Youth Services Department.

- Ensures a safe, welcoming, and supportive environment for all patrons and staff, adhering to safety protocols and creating a positive atmosphere conducive to learning and development.
- Abides by all relevant agreements and regulations, ensuring that departmental operations are in compliance with institutional policies and contractual obligations.
- Performs other duties as assigned or the situation dictates.

KNOWLEDGE, SKILLS, AND ABILITIES

- Understanding of budget planning, monitoring, and financial reporting related to library programs and collections.
- The ability to assess community needs and preferences to tailor library services accordingly.
- A strong foundation in library science principles and practices, particularly in youth services and children's literature.
- The ability to supervise and manage departmental staff effectively, including scheduling, training and performance evaluation.
- General knowledge of the Dewey Decimal Classification System and Library of Congress subject headings.
- Ability to train others in assigned areas.
- Ability to plan and organize daily work and special projects.
- Ability to work independently. Problem-solving skills, and demonstrated creativity, initiative, and enthusiasm
- Ability to operate a personal computer. Experience with word processing and spreadsheets.
- Ability to communicate effectively both verbally and in writing and maintain effective working relationships.
- Ability to work effectively as a team member.
- Knowledge of materials and services available at county libraries as well as activities and current programs.
- Master's degree in Library Information Science or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.
- Experience or training in early childhood is integral.
- Requires current PA Child Abuse Clearance, PA Criminal Background Check and FBI Fingerprinting
- Current PA driver's license and clean driving record

POSITION HOURS

Must be able to work rotating shifts 5-6 days a week, flexible hours (morning, afternoon, evening and holiday hours) when the library is open. All staff members are expected to work evenings and weekends as needed.

PHYSICAL AND MENTAL REQUIREMENTS

Ability to sit and use computer workstations, including keyboard and monitor, for extended periods of time. Sometimes pulling/pushing objects or loads weighing up to 20 pounds and on occasion up to 50 pounds. Usually talking or hearing ordinary conversation in both quiet and noisy environments. Subject to reasonable accommodations.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

It is the goal of the New Castle Public Library to employ a diverse group of individuals who represent the richness of ideas and philosophies present in a modern society. Reasonable accommodations will be made for individuals with disabilities.