



Head of Youth Services, Full-Time

Hours: 40 hours/week, includes occasional evenings and weekends

Salary: Starting between \$50,960 - \$53,040, depending on qualifications and experience

Benefits: Blue Cross Blue Shield (medical, dental, vision, Rx), Life/AD&D, Short and Long Term Disability, 401(k) plan, optional 457 & Roth IRA plans, paid holidays, PTO

Reports to: Library Director

The Ferndale Area District Library is seeking an experienced, highly organized, and creative librarian to lead our Youth Services department in our newly remodeled Kids Corner. The ideal candidate should be passionate about managing and mentoring staff members, excited to build relationships with public schools and community organizations, and committed to equity and inclusion while serving a diverse community.

Responsibilities include, but are not limited to:

- Manage and develop a Youth Services team of 3 talented full-time librarians
- Plan and implement intensive year-round programming and outreach activities
- Identify community and patron needs; evaluate and adapt relevant library services
- Develop and implement operating policies and procedures for Youth Services
- Create a staff schedule to ensure coverage of the Youth Services desk, outreach, and programming
- Maintain book and programming budgets, track and evaluate statistics
- Supervise patron and staff behavior; equitably enforce Library policies
- Work directly with and maintains open communication with local schools, preschools, and daycares
- Regular reference desk, programming, and storytime duties
- Work closely with Library Administration and Department Heads regarding strategic planning and policy development/implementation
- Serve as Librarian-in-Charge of the building. Must be able to make decisions in situations dealing with library security, emergency procedures, and conflict resolution
- Participates in continuing education and regional and/or state committees. MLA membership is provided by the library

Qualifications:

- Master's Degree in library science from an ALA-accredited institution
- Minimum 3 years experience working with children in a library setting
- Minimum 1 year experience in a supervisory role
- Strong public service orientation
- Demonstrated history of planning long-term, large scale projects and programming
- Strong computer skills and an understanding of the role technology plays in the everyday lives of library patrons
- A commitment to intellectual freedom and ALA Professional Ethics
- This position may require the use of a personal vehicle on library business. Must possess/provide documentation of a valid driver's license.

Physical Demands and Working Conditions:

The physical demands herein 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 these essential job functions.

- **Environment:** Library environment; extensive public contact
- **Mobility:** Sufficient mobility to work in a library setting; operate office equipment
- **Vision:** Vision sufficient to read small print, computer screens and other printed documents

FLSA status: Non-exempt

Please submit a resume, cover letter, three professional references, and a completed employment application to Library Director Jenny Marr: jmarr@fadl.org by January 17th, 2022. Only electronic submissions will be accepted.

Ferndale Area District Library
222 E. 9 Mile Rd.
Ferndale, MI 48220
www.fadl.org
248-546-2504

The Ferndale Area District Library is an equal opportunity employer.