# **Notice of Vacancy/Job Posting**

**Position:** Head of Programing and Youth Services

**Location:** Fraser Public Library

**Salary and Hours:** Full-time, non-union at-will position, benefits included;

Salary Range $44,000-49,000 depending on experience;

hours vary (will include nights & weekends)

**Reports to:** Library Director

***JOB POSTING***

**FROM FRIDAY, JUNE 22nd, 2018 ~ FRIDAY, JULY 6TH, 2018**

***Job Summary***

* The Fraser Public Library is looking for someone dynamic, innovative, customer-service oriented, flexible and detail-oriented to be our new Head of Programming and Youth Services. Under the direction of the Director, the Head of Programming and Youth Services focuses the activities of their staff team; leads the Library in providing programs for all ages and leads the youth services department in services and collections that educate and entertain children and families; and addresses and promotes infant, child, and adolescent learning and development in library services. This person enjoys collaboration, is a team builder open to innovation, and establishes a welcoming, supportive, and functional environment for all library patrons, youth, their caregivers, and department staff.

***Responsibilities***

* Promote literacy, the Library, and its services through the coordination of programs, services, and input into library collections.
* Establish a welcoming, supportive, and functional environment for department staff and youth and their caregivers
* Direct, supervise, and support the daily operation of the department. Assign appropriate tasks, projects, and additional duties as needed consistent with established Library goals.
* Networks with relevant community groups and participates in outreach to schools, daycares, preschools, and other community organizations and agencies.
* Assists with cataloging and processing.
* Ability to create, plan and execute innovative, engaging programs for all ages.
* Oversee the formation, development, and implementation of goals and action plans, in conjunction with other management and department staff
* Promote innovation by encouraging staff to identify new ideas and opportunities to improve existing or create new processes, programs, and services
* Monitor and evaluate policies and procedures of the department, implement changes, and train staff as necessary.
* Give input into programming budget and regulate related purchases, and request necessary maintenance for department.
* Give input into department collection development activities. Participate in the maintenance and development of a collection of department materials, evaluating the assigned collection for balance and comprehension, and helping to select items for withdrawal as necessary.
* Supervise program presentations/provision of library services by department staff. May also participate in the programming process to prepare, present, and evaluate.
* Staff the adult and youth service desks as operations require, assisting patrons with circulation if needed, answering questions regarding collections, services, and policies.
* Compile department statistics and reports by providing regular written narratives to the Director.
* Orient library patrons to the library and its services.
* As necessary, assumes responsibility for supervision of library and staff including intervening in patron/staff disputes and enforcing library policy throughout the building.
* Perform other duties as assigned by Director.

***Required Qualifications***

* Master’s degree in Library Science from an ALA accredited university required.
* At least two years professional service in a library environment with supervisory experience required.
* Successful experience working with youth.

***Necessary Special Requirements***

* Strong knowledge and understanding of basic library principles, procedures, and philosophy of service.
* Knowledge of print and online information, resources, computers and software programs
* Ability to direct, supervise, and manage department staff.
* Evidence of past community involvement.
* Analytical skills for project management, problem-solving.
* Strong organizational, time management and interpersonal skills.
* Able to identify networking opportunities and communicate with others in the profession and the community.
* Ability to plan and implement library service goals and evaluate effectiveness of service to library patrons.
* Ability to enforce library policies and make sound judgment decisions when necessary.
* Ability to prepare presentations and speak in front of groups.
* Good communication skills - verbal, interpersonal and written.
* Ability to work under limited supervision, exercising latitude in judgment to determine work methods and results.
* Desire to meet the public and serve people of all ages; pleasant, approachable demeanor.
* Ability to interact harmoniously and communicate well with staff and customers; Ability to conduct oneself with courtesy and tact.
* Physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to 40 pounds.
* Flexibility to adapt to changing situations and to vary work schedule; must be willing and able to work nights and weekends—including Saturdays and very occasional Sundays.
* Valid driver's license, acceptable driving history and personal automobile for job-related transportation.

***Working Conditions***

* Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust or noise. May also work in outdoor environments from time to time. Job requires walking, standing, sitting, bending, stooping, and reaching. Frequent sitting/standing in one position for extended periods. Requires the use of a video display monitor, keyboard, and mouse. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing library policies and procedures. Occasional travel required to attend meetings, workshops, conferences or webinars as needed.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties.*

*The City of Fraser does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.*

**Send your letter of interest, resume and application to**

**City Manager’s Office**

**33000 Garfield, Fraser, MI 48026**

**FROM FRIDAY, JUNE 22nd, 2018 ~ FRIDAY, JULY 6TH**

**Applications can be found at** [**http://micityoffraser.com/**](http://micityoffraser.com/) **under Human Resources – Job Opportunities**