

CRAWFORD COUNTY LIBRARY Policy Manual

Policy No. 304

Subject: Children/Youth/Family Program Director (replaces Youth Services Librarian job description)

BASIC FUNCTION:

Plans and implements library programs in the public library system with limited supervision.

EDUCATION, TRAINING, ABILITIES:

Requires a bachelor's degree or one year of related experience and training which provides the required knowledge, skills and abilities. Must possess high level of verbal and written communication skills, as well as basic knowledge of developmental stages of children and youth.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of paraprofessional library principles, Crawford County Library Policies, methods, techniques and procedures; knowledge of specific reader interest levels; ability to work in a team environment, exercise sound judgment, use of tact and courtesy. Ability to plan programs based upon community interests and to file appropriate documentation as required.

CHARACTERISTICS, DUTIES, RESPONSIBILITIES:

- Ability to work effectively with adults, youth and children
- Ability to plan and create displays and programs
- Knowledge of reference materials
- General knowledge of literature for adults, youth and children
- Ability to understand and follow oral and/or written directions accurately
- Ability to communicate effectively
- Knowledge of proper English usage, grammar, spelling and vocabulary
- Ability to work effectively with the public
- Provides assistance in branch program planning utilizing materials and technology available
- Competent knowledge of library equipment and related software
- Monitors and suggest new programming ideas for the Library Director to review
- Prepares reports and documentation as needed
- Provides written publicity releases to be submitted to media upon Library Director's approval
- Maintains confidentiality of all patron records and transactions

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- Prepares handouts, calendars and materials for promotion and implementation of programs
- Maintains library environment to ensure cleanliness and safety for all patrons
- May be responsible for opening and closing of library facilities; securing facility and monitoring all equipment effectively
- Understands basic budgetary functions and follows recommendations
- Performs related work as required

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

TERMS OF EMPLOYMENT:

Full-time or part-time salaried position to be determined by the Crawford County Library Director, with approval of the Library Board at time of hire. Wages will be set in accordance with adopted policy.

EVALUATION:

Performance of this job will be evaluated by the Crawford County Library Director in accordance with Board Policy No. 209 Performance Review.

ADOPTED: June 26, 2001

REVIEWED: July 10, 2003, April 10, 2008, May 8, 2008

AMENDED: April 10, 2008, May 8, 2008