



# Employment Opportunity

## Youth Services Supervisor

Full-Time

Kathryn Linnemann Branch, St. Charles, MO

Do you recognize the importance of providing library services to children of all ages- birth through teens? Do you thrive working in a collaborative and creative environment? Do you excel in customer experience-based services and are you a positive and supportive leader?

The St. Charles City- County Library is seeking applicants for a Youth Services Supervisor at our Kathryn Linnemann Branch. The Youth Services Supervisor oversees daily operations of the Youth Services Department and works to provide excellent customer experiences to youth, from birth to age 18. They will directly supervise youth services staff members, perform and promote youth events and classes at the branch and in the community, and work collaboratively with the Director of Adult and Youth Services and youth services staff across the Library district to help support training, customer service, and the creation and implementation of library services for youth both inside and outside of the branch.

### Requirements:

- Exceptional verbal and written communication skills, including public speaking and presentation skills
- Extensive knowledge of general library operation and library technology
- Ability to organize work, set priorities, use time effectively, and meet deadlines
- Ability to establish and maintain effective relationships at all levels of the District and with the general public
- Ability to lead change with a positive attitude
- Must possess initiative, good judgement, critical thinking, and problem-solving skills
- 2 years of proven supervisory experience preferred

The ideal candidate is a team player who is excited to build relationships with staff, library customers, school partners and community organizations. A Master's Degree in Library Science from an ALA accredited program is required. Directly related public library experience is preferred as well as experience working with youth in a professional capacity.

**Schedule:** Mon, Wed, Thur, Fri 8:30am-5:00pm, Tue 1:00pm-9:00pm. Saturday and Sunday shifts on rotation.

The St. Charles City-County Library is a Kaleidoscope of Discovery! Our eleven library branches are located in some of the fastest growing communities in Missouri, and we are poised to grow right along with them. The future looks bright. Join us!

We offer a full benefit package which includes medical, dental, vision, and life insurance, retirement plan, deferred compensation (457) plan, FSA and generous time off. Starting salary is \$50,199.

For priority consideration a cover letter and resume along with a completed [SCCCL Application](#) can be submitted to any branch or emailed to [jobs@stchlibrary.org](mailto:jobs@stchlibrary.org) by **Monday, January 30, 2023**. Application materials will be accepted until the position is filled or an acceptable number of qualified candidates have been received.

The St. Charles City-County Library is committed to diversity and inclusion. The Library provides equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status.

1/20/23-1/30/23

**Please see the following job description for more information.**

**Description Number:** 195  
**Position Title:** Youth Services Supervisor  
**Salary Grade:** 19  
**FLSA Classification:** Exempt  
**Reports To:** Branch Manager  
**Revision Date:** 04.08.2021

### **Position Summary**

As part of the branch leadership team, this position manages the daily operations of the Youth Services Department. The Youth Services Supervisor focuses on delivering quality library services to youth, from birth to age 18. In addition to staff management, duties include information services, readers' advisory, providing classes and events, collection maintenance, maintaining external partnerships with organizations serving youth, and branch management support.

### **Essential Functions**

1. Manage all aspects of the daily operation of the Youth Services Department, including scheduling and managing staff, classes and events, outreach activities and collection management tasks.
2. Understand theories of infant, child, and adolescent learning and development and their implications for library service.
3. Present classes and events to groups of children, teens, and/or adults.
4. Lead department staff in communicating early literacy practices to parents and caregivers using accepted principles such as ALA's Every Child Ready to Read Initiative.
5. Demonstrate a knowledge and appreciation of youth literature in all formats that contribute to a diverse and relevant collection of library material.
6. Mentor other staff in the branch in services to youth, including paraprofessionals and new librarians.

### **Duties**

#### **General Duties:**

1. Work collaboratively with branch leadership to ensure branch is running smoothly and Library mission and vision are being met
2. Carry out duties in accordance with the Library's Code of Ethics.
3. Work cooperatively with all Library staff in planning, developing and deploying new services and act as an advocate for Youth Services.
4. Collaboration with the Director of Youth Services and other Youth Services Supervisors to carry out Library-wide initiatives.
5. Participate in professional development and continuing education activities, including ongoing review of professional literature.
6. Attend meetings of Library staff as required.
7. Participate on special project teams focused on system-wide goals and programs.

#### **Supervisory:**

1. Ensure staff are meeting Library performance expectations.
2. Participate in the screening and interviewing process for new hires.
3. Oversee the on-site training program for new employees.
4. Manage routine tasks such as scheduling, time off request, timesheet approval.
5. Complete staff evaluations and address any areas of concern through necessary channels.
6. Assist Branch Manager with the daily operations of the branch and serve as designated person-in charge of branch when scheduled.

#### **Public Service Duties:**

1. Plan, design, present, and evaluate services and programs for youth.
2. Identify and engage skilled community partners to present programs.
3. Assist customers in the use of library tools and resources.
4. Provide informational assistance to all customers, including readers' advisory, homework help, and technology assistance.

5. Promote Library services through classes and events, merchandising, outreach visits, and community events and maintain relationships with community agencies.
6. Resolve customer service issues as needed.

**Collection Maintenance Duties:**

1. Assist with the selection and weeding of materials according to Library policies.
2. Stay current on new materials by consulting a wide variety of reviewing sources and publishers' catalogs, and attending professional meetings.
3. Create displays to merchandise the collection.

**Skills**

1. Expertise in the area of infant, child, and adolescent learning and development.
2. Expertise in youth literature coupled with ability to recommend age-appropriate reading, listening, and viewing suggestions that match the customers' interests.
3. Extensive knowledge of general library operations and library technology.
4. Ability to interact pleasantly and positively with customers and staff.
5. Supervisory skills and experience.
6. Strong technology skills and ability to troubleshoot problems and a willingness to ask questions
7. Excellent written and verbal communication skills.

**Essential Physical Abilities** - Accomplished with or without reasonable accommodation.

1. Accomplished with or without reasonable accommodation.
2. Ability to stand for long periods of time.
3. Ability to lift and move materials and furnishings.
4. Ability to reach high or low to review materials on shelves and move through aisles.
5. Sufficient clarity of speech and hearing to communicate well with staff and customers.
6. Sufficient vision to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form.
7. Sufficient personal mobility to attend meetings at various locations within the Library.

**Education and Experience**

1. Master's in Library Science from an ALA-accredited program required.
2. Experience working with youth in a professional capacity required.
3. Two years of supervisory experience preferred.

The job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the Library.