

Position Title : YOUTH SERVICES LIBRARIAN - BRANCH **Position #P204-12**
Dept/Branch : Public Services
Reports to: : Branch Head/Area Librarian for Branch Activities
Public Services Manager for YSCC Activities
Position Supervises: Youth Services Assistant - Branch (1)

I. Position Summary

Under the direction of the Area Librarian or Branch Head, the incumbent is responsible for the planning, organizing, delivering and evaluating of children's and young adult resources, services and programs to meet community needs and interests. The incumbent supervises and co-ordinates the work of Youth Services Assistants. The incumbent participates with other professional librarians in developing recommendations for system-wide youth services, resources and programs.

The incumbent exercises some independent judgement and action within established Okanagan Regional Library policies, procedures and practices. Performance is evaluated by the Area Librarian or Branch Head for branch related activities or the Public Services Manager for activities arising from the Youth Services Coordinating Committee. The evaluation is based on the achievement of mutually established objectives, the administrative, supervisory and professional services provided, and the quality of judgement, communications, human relations and teamwork developed.

II. Accountabilities

1. Programming and Information Services

Delivers effective library service to children and young adults using the Branch, within budget and policy restraints.

Provides children's programming which encourages children and parents to read and use library resources effectively.

Provides readers' advisory services and reference services, with special emphasis on children as the major user group.

2. Public Relations

Co-operates with outside agencies and individuals in the provision of children's programs.

Ensures that all branch staff and public are aware of scope and importance of youth services, and are aware of children's programs.

Effectively promotes youth services in the community. This includes preparing publicity and reading aids, organizing school tours and visits, and participating in media events.

3. Supervision

Assists in the selection of branch staff involved with the delivery of youth services.

Responsible for supervising, training and evaluating staff in the children's and young adult sections of the branch. Provides input and recommendations to Area Librarian/Branch Head in relation to disciplinary matters. Trains other staff involved in children's programming.

Ensures that Youth Services Assistants have the tools to do their work effectively, within branch budget constraints.

May assume responsibility for Branch supervision during short absences of the Area Librarian/Branch Head as required.

4. Committees

Serves as a member of the Youth Services Coordinating Committee. Assumes various responsibilities pertaining to committee activities (i.e., workshop preparation and delivery)

May represent youth services on other committees.

5. Collection Development

Ensures that the children's and young adult sections are attractive and appealing to the public.

Evaluates and maintains branch Children's/YA collections. Co-ordinates weeding in designated branches, if required. Identifies collection gaps and advises the Youth Collections Librarian.

In consultation with the Youth Collections Librarian, selects, develops and maintains materials in assigned areas for the library system. Includes consultation with staff and with community members to ensure that the collection meets the needs of the public.

6. Administration

Provides input to Area Librarian/Branch Head for formulating branch and departmental goals and objectives, and monitors progress of departmental objectives.

Provides regular reports on youth services activities in the branch.

Advises Area Librarian/Branch Head and staff on issues pertaining to youth.

III. Working Conditions

Works in an open/office environment. Has contact with the public, employees at Library Headquarters, and other branches. In the planning, promotion and delivery of services, has contact with schools, community organizations, businesses, and individuals. May be required to move furniture as part of program set-up. Must be physically able to meet the demands of programming.

IV. Job Specification

a. Education

Master's degree from an accredited library school with some specialty courses in Children/Young Adults services and Literature.

b. Other Requirements

Knowledge of children's and young adult materials and programming methods, combined with a flexible and enthusiastic manner, and demonstrated performance skills.

An interest in, and respect for people of all ages, combined with a willingness to approach young people in an open, non-condescending and non-judgemental way.

Considerable knowledge of reference resources and interviewing techniques. Awareness of intellectual freedom issues.

Strong organizational skills with the ability to work independently and in a team environment.

Ability to develop effective working relationships with others within and outside the library system.

Good oral communication and writing skills, with basic knowledge of public relations techniques.

Ability to supervise, train and evaluate staff effectively.

Ability to handle the above duties and responsibilities with a high level of courtesy and tact when dealing with the public and staff.

Ability to type at 40 wpm.

Valid B.C. Driver's License

Must have own vehicle.

Drafted by:

HR Co-Ordinator: _____
Signature Date

Approved by:

Exec. Director: _____
Signature Date

INPUT PROVIDED BY:

| Name | Position | Location |
|-------------------------|-----------------------------------|----------------------------|
| Linda Youmans | Youth Services Librarian - Branch | Kelowna |
| Chandra van Eijnsbergen | Youth Services Librarian - Branch | Vernon/Salmon Arm (acting) |
| Linda Buker | Kelowna Area Librarian | Kelowna |
| Wendy Stevens | Branch Head | Vernon |
| Judy Arter | Youth Collections Librarian | Headquarters |
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