



JOB DESCRIPTION

Job title	<i>Youth Services Supervisor, LIBRARIAN III,</i>
Reports to	<i>Main Library Manager</i>

Job Function

Professional, supervisory and administrative library work directing the day to day work of the Youth Services department at the Main Library.

Duties and Responsibilities

Duties include staff scheduling; attention to the physical facility of the division; coordinating and supervising ongoing projects as well as outreach and programming opportunities; overseeing the selection and maintenance of materials; and selecting, training, and evaluating Youth Services staff. Duties also include supervision of the Best Buy Teen Tech Center.

Minimum Qualifications

- Master's Degree in Library Science from an A.L.A. accredited or approved equivalent graduate school
- Four years of full-time professional library experience, of which one year is of a supervisory capacity
- Must be able to work nights and weekends
- Must be able to work at any location in the New Orleans Public Library System
- Complete mandatory drug screening
- Fulfill the Orleans Parish residency requirement

Preferred Qualifications

Youth Services coursework and experience preferred.

Knowledge, Skills & Abilities

- Familiar with Polaris (ILS) and Envisionware or knowledge of library automated systems and applications
- Self-Motivated
- Ability to express ideas and information verbally and in writing
- Supervisory experience with knowledge of supervisory principles and practices
- Knowledge of and positive attitude towards customer service principles and techniques
- Ability to establish and maintain effective working relationships with library patron, employees, and supervisors
- Ability to understand and implement library policy and procedures
- Ability to supervise subordinates in a manner conducive to full performance and high morale
- Considerable knowledge of current professional library "best practice" principles, methods, and materials and ability to apply
- Ability to perform effective library reference, readers advisory, and other professional level library work
- Familiar with NOPL's collection and patron population
- Familiar with children and teen literature and resources
- Thorough knowledge of trends and best practices in Youth Services for programming and collection development
- Ability to transition seamlessly between children's and teen reference and services
- Ability to travel as needed

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations must be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, sit, and talk or hear. The employee is required to use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Packing and loading of materials and books will be required.
- Tasks involve lifting and/or moving 15-44 pounds on a regular basis and driving between library sites and outreach locations.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and visual acuity to read computer screen and perform various detailed work.

Kind of Examination

Not applicable.

Direct reports

Youth Services Division- teen librarian, children’s librarian, Best Buy Teen Tech Center staff, and support staff

Approved by:	<i>Jessica Styons, Deputy Director NOPL</i>
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