

TIPPECANOE COUNTY PUBLIC LIBRARY JOB POSTING

Head Youth Librarian

Tippecanoe County Public Library seeks a conscientious, customer service oriented manager to lead youth services and commit to achieving TCPL's [vision](#) for over 165,000 residents. We need an enthusiastic, experienced librarian who enjoys seeing the result of positive programming for children and families. Interest in and/or experience in virtual programming a plus. Individuals who show a healthy respect and consideration of children in their intellectual pursuits is desired. Also, we want a sincere advocate for children's intellectual freedom as it relates to all library materials. Honed supervisory and problem solving skills are needed for a department of ten staff members, including 4 MLS staff. Making independent decisions using strong interpersonal and communication skills will set you up for success. Community engagement skills are highly desirable. Join a library with the solid financial support from the Friends of TCPL.

Minimum 4 years experience as a children's librarian or any equivalent combination of training and experience plus a minimum of 2 years supervising MLS staff or other relevant supervisory experience is preferred. ALA accredited MLS and Indiana State Library LC2 Certification required. This is a 40-hour position with occasional evenings and weekends required. Starting salary is commensurate with relevant work experience, skills and education \$47,500 - \$51,000/year. TCPL has an excellent benefits package.

Job description and [application](#) located at the library website at: <http://www.tcpl.lib.in.us/employment>. Please submit a TCPL application, resume, three references and a letter of interest to Human Resources Coordinator, TCPL, 627 South Street, Lafayette, IN 47901 or by email at hrc@tcpl.lib.in.us.

TCPL is committed to equal employment opportunities. Applications are sought from all qualified people, without regard to race, age, religion, color, sex, sexual orientation, disability, Veteran status, national origin, or ancestry.

JOB OBJECTIVE:

Plan, deliver and evaluate library services to all children and young adults from birth through the twelfth grade.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support and contribute to overall library mission
- Know and apply library policies
- Maintain and understand necessity of confidentiality of library use
- Deal with disturbances and problem users
- Recruit, train, supervise and evaluate department personnel
- Instill a dedication to customer service in the staff
- Approve all budgeted department expenditures and recommend new expenditures to the library director
- Plan and oversee the selection and maintenance of all collections for children and

young adults

Provide reference and readers' advisory service within the department

Oversee the programming activities of the department

Plan and present programs for children and young adults

Plan and present educational programs about department resources and services for adult groups

Develop ideas and implementation strategies for new programs

Serve as liaison with community groups and other organizations

Act as a library services advocate for children, young adults and families

Oversee creation and dissemination of promotional items

Serve on the Management Council, Administrative team, and other committees

Compile statistics and prepare reports

Be alert to funding opportunities; write grants

Actively participate in professional associations

Cooperate with all departments within the library

Act as staff member in charge of library as needed

Other duties as assigned and/or required

GENERAL JOB RESPONSIBILITIES:

Manage and supervise all aspects of the youth services department including staff assignments, program activities, materials collection, and other resources

Directly train or delegate training of staff on public information desk, youth collection, and departmental procedures

Update youth services policies and procedures and recommends major changes to the County Librarian

Act as a advocate for library services to children, adult, and families

Assist and guide library patrons in the use of the library, its materials, and resources while leading staff in quality customer service interactions

Compile quarterly and annual departmental reports, statistics, etc.

Develop, present, coordinate, and oversee programs of interest to children of all ages and the community in general

Participate administratively with the management team of TCPL and serve on the Who's in Charge schedule

Foster on-going cooperation with other departments within the library

Serve as liaison with community groups and other organizations and present talks to community groups

Maintain two-way communication with supervisor and other department heads to ensure and facilitate consistent exchange of information and positive working relationships

QUALIFICATIONS:

Education:

MLS from an ALA accredited library school is required

Previous experience:

A minimum of 4 years experience as a children's librarian or any equivalent combination of training and experience plus a minimum of 2 years supervising MLS staff or other relevant supervisory experience is preferred

Skills:

Must have up to date knowledge of children's and young adult materials

Must have up to date knowledge of child and adolescent development and related issues and the ability to translate that knowledge into appropriate library services

Must be able to select, train, supervise, motivate and evaluate employees

Must be able to effectively ascertain and handle problematic situations

Must have strong written and verbal skills

Must be dedicated to quality customer service

Must have the ability to create a team spirit

Must be open and flexible

Must be able to apply latest trends in technology and library services

Must have up to date knowledge/training with electronic resources

Must have good computer keyboarding skills

Proficiency in English required and the ability to communicate in other languages highly desirable

License/certification:

Ability to attain and maintain Indiana Library Certification LC2

ENVIRONMENTAL CONDITIONS:

Must be able to:

adapt to various locations

tolerate some sustained walking

bend and stoop

sit in a confined position

lift and carry bags of materials weighing up to 40 pounds

maneuver a loaded book cart weighing up to 200 pounds

Work in areas with fluctuating temperatures caused by doors opening

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Personal computers

Telephone

Projectors

Photo copier

VCR equipment

Cassette player/recorder

General office aids

iPod

Tablet