**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Seymour Public Library*

*Head of Children’s Services*

## GENERAL STATEMENT OF DUTIES:

Under the general supervision of the Library Director administers services to children and young adults. Responsibilities include budget preparation, programming, and selection and maintenance of the children’s collection.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* Administration of the budget for children and young adult services.
* Selection of materials for children and young adult collections, collection development and maintenance and staff training. Incumbent must have a thorough knowledge of children’s and young adult literature. Incumbent must be familiar with the principles and practices of services to children in public libraries.
* Develops and supervises all activities for children and young adults.
* Develops and administers an active program for preschool children.
* Provides reader’s advisory services.
* Provides input for annual budget process.
* Serves as resource person for library outreach to children and families.
* Works with schools and teachers to promote literacy skills.
* Promotes library use with a wide range of programs for families
* Develops policy concerning services for children with the Library Director and

is a member of the senior planning team.

* Monitors condition of the building and grounds; informs Library Director of the need for maintenance.
* Represents the library on professional committees.
* Performs related work as required.

## In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by his or her supervisor.

## SUPERVISION RECEIVED:

* Works under the direct supervision of the Library Director.

## SUPERVISION EXERCISED:

* In the absence of Library Director and Assistant Head Librarian, has supervisory authority for library activities and staff.

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* Knowledge of public library principles and practices.
* Extensive knowledge and experience in the needs of children and in working with library materials to meet those needs.
* Demonstrated ability to supervise the work of others.
* Excellent ability in oral and written communication.
* Experience in short and long range planning.
* Experience with Microsoft computer programs and one integrated library system.
* Ability to establish and maintain effective working relationships with supervisors,
* subordinates, associates, officials of other agencies and the public.
* Ability to sit for extended periods of time
* Ability to perform repetitive tasks
* Ability to lift 10 pounds

## EXPERIENCE AND TRAINING:

* Four year degree in education or library services with one year administrative experience as a supervisor or team leader.
* Demonstrated proficiency in working with preschool children.
* An equivalent combination of education and experience will be considered.
* Master’s degree in Library Science is preferred.

**REVIEW PROCESS:**

* Essential duties & responsibilities will be reviewed directly with employee’s department head in an annual meeting scheduled each January
  + All changes to job essential duties & responsibilities must be approved and signed off by First Selectman, Department Head, & employee following a meeting outlining the changes proposed and reasons why.
* The First Selectman, in conjunction with the employee’s department head and HR, will conduct an annual employee performance review each January and mid-year review in July.
  + A formal, written report on the employee’s performance will be completed by the First Selectman and the Department Head. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.