

Assistant Director / Youth Services Librarian

Job Summary

The Assistant Director / Youth Services Librarian is the library's lead for children's and teen services while also serving as second-in-command to the Library Director. This position develops, delivers, and promotes engaging programs and collections for youth, fosters community partnerships, and creates inviting spaces for young patrons and their families. In collaboration with the Director, the Assistant Director supports library administration, supervises staff, and acts as Director in their absence.

Supervision

The Assistant Director supervises library staff and volunteers during assigned shifts, providing training, guidance, and support to foster a collaborative, service-oriented workplace.

Essential Functions

Youth Services Leadership

- Plan, promote, and deliver innovative programs for children, teens, and families, including storytimes, seasonal events, and the summer reading program.
- Develop and maintain youth collections, including selection, weeding, inventories, and technical processing.
- Incorporate literacy promotion into youth programs and services, fostering early literacy skills and a love of reading.
- Monitor trends in youth literature, technology, and popular culture; adapt services accordingly.
- Maintain attractive, functional, and accessible youth spaces.
- Provide reader's advisory, reference assistance, and technology help to young patrons and caregivers.

Community Engagement & Outreach

- Build and maintain partnerships with schools, educators, and community organizations.
- Represent the library at school visits, community events, and outreach opportunities.
- Prepare flyers, newsletters, social media posts, and press releases to promote youth services and programs.

Leadership & Administration

- Assist the Director in implementing library policies, strategic goals, and service priorities.
- Provide input to the Director during the annual budget process, particularly regarding youth services needs and priorities.
- Monitor youth services expenditures to ensure they remain within approved limits.
- Track statistics for youth services and prepare regular reports.
- Oversee daily workflow, scheduling, and public service operations.
- Address patron concerns in a professional, timely manner.
- Recommend and implement service improvements and efficiencies.

Staff Supervision

- Assign duties, train, and mentor staff and volunteers.
- Promote teamwork, adaptability, and continuous improvement.
- Support professional development and skill-building opportunities.

Public Service

- Work scheduled shifts at the public service desk, assisting patrons of all ages.
- Instruct patrons in the use of library resources, technology, and online tools.
- Maintain a safe, inviting, and organized facility.

Qualifications

- Bachelor's degree required; MLS/MLIS preferred.
- Minimum of 4 years of public library experience, including youth services.
- Strong programming, collection development, and community engagement skills.
- Leadership and supervisory experience preferred.
- Proficiency with library automation systems (Atrium or similar) and technology tools.
- Ability to manage multiple priorities and adapt to interruptions.
- Physical ability to lift up to 25 pounds.

Knowledge, Skills, and Abilities

- Passion for serving children, teens, and families.
- Understanding of youth development, learning styles, and literacy needs.
- Ability to foster a love of reading and lifelong learning.
- Skill in mentoring staff, encouraging creativity, and promoting teamwork.
- Competence in program planning, collection development, and outreach.
- Proficiency in adapting services for diverse patron needs.
- Familiarity with multiple technology platforms, including computers, tablets, e-readers, smartphones, and library software.
- Ability to learn, use, and teach new technology tools.
- Capacity to manage multiple priorities and work effectively amid interruptions.
- Creative problem-solving skills and openness to change.

Work Environment

This position blends administrative leadership with hands-on youth services. It includes public desk coverage, program development, and occasional evening or weekend hours. The Assistant Director / Youth Services Librarian must be comfortable alternating between office-based administrative tasks and active engagement with children, families, and the community.