

PUBLIC LIBRARY  
YOUTH DIRECTOR  
JOB DESCRIPTION

**GENERAL STATEMENT OF DUTIES:** Performs general library duties and directs the organization and running of the youth departments. Performs other duties as assigned by the Library Director.

**SUPERVISION RECEIVED:** Works under the general supervision of the Library Director.

**SUPERVISION EXERCISED:** Supervises library aides, student aides, and volunteers in the youth departments.

**EXAMPLES OF PRINCIPAL DUTIES:**

1. Plans programming for and supervises the youth departments.
2. Determines programs for this area and consults with the Library Director concerning desired activities, story hours, Summer Reading, and other programs. Creates bulletin boards to be displayed in the children's area.
3. Gives suggestions to the Library Director concerning books to purchase and evaluates the children's collection for reading levels and age interest.
4. Consults with the Library Director, parents and children regarding books and reading. Evaluates each collection for its specific purpose.
5. Supervises other library employees and any volunteers in the youth departments; supervises use of library reading areas in the youth departments by library patrons.
6. Considerable knowledge of books and authors; ability to assist the Library Director in classifying books and other library material in the youth departments.
7. Typing ability required to assist the Library Director in putting the youth books in the computer as required. Assist the Library Director in monitoring the inputting of youth books in the computer.
8. Ability to deal tactfully and courteously with library patrons and to establish and maintain cooperative working relationships with other employees and the general public.
9. Responsible for including youth activities in the library's newsletter and making bookmarks to send to the public schools.
10. Responsible for letting the Library Director know about events that need to be advertised in the local newspaper.
11. Ability to work in all areas of the library and in other City departments, if needed, per Library Director.

**RECRUITING REQUIREMENTS:**

**KNOWLEDGE, SKILL, AND ABILITY:** A working knowledge of computers is required for this position and a desire to work with youth.

**EXPERIENCE AND TRAINING:** High school diploma; a satisfactory combination of experience and training obtained from such agencies as the Nebraska Library Commission will be considered.

**PREFERRED QUALIFICATIONS:** College degree or endorsement in library science or education or previous library or educational setting experience. Certification as required by the Nebraska Library Commission (if not certified, must earn certification.)

**WAGE SCALE:** Hourly based upon experience and per City of Wage Ordinance.