

Title: Youth Services Supervisor

Grade: 9

Average Weekly Work Hours: 37.5

FLSA Classification: Exempt

Overview:

The Indian Trails Public Library District (ITPLD) has an outstanding opportunity for an individual with excellent leadership abilities who is passionate about youth services and committed to serving the members of our community. This position works closely with the Youth Services Manager to supervise the part-time paraprofessional department staff in a collaborative, customer-centric environment. The Youth Services Supervisor would exemplify the libraries values of service, respect, trust, compassion, innovation and curiosity in order to cultivate the library's culture and ensure optimal services within a team driven library.

Some of the Key Duties Include:

- Supervise assigned staff including hiring, training, coaching and completing employee evaluations.
- Creating and maintaining the desk schedule including making adjustments as needed.
- Staffs the Kids Desk by providing reference and readers advisory service and assisting individuals to find information and locate materials.
- Assists in developing and evaluating desk procedures.
- Develops, implements and evaluates training program for the public service points.
- Maintain library collections by selecting and weeding materials as directed.
- Stay current with age group appropriate literature.
- Plan and conduct programs as needed.
- Actively promote the library, its materials, and services through programs, outreach, displays, and handouts.
- Develop, generate, maintain, and submit statistics and reports as requested.
- Acts in place of the Youth Services Manager as requested in manager's absence.
- Serves as person in-charge as required.

This opportunity requires:

- Master's degree in Library Science from an ALA accredited Institution and two to three years of supervisory experience preferred.
- Ability to deal in a calm, positive manner with patrons of a diverse background and ages with interruptions; to stay organized and use time effectively with minimum supervision.
- Ability to communicate effectively both orally and in writing with birth through grade 8 and their caregivers.
- Knowledge of relevant software and equipment.
- Ability to read computer screens; type accurately; communicate on the telephone, walkie talkie and other communication devices; push and pull carts weighing up to 40 pounds as well as safely lift and and move materials of various shapes and sizes, up to 50 pounds.

- Able to push and pull carts and bins of various weights and sizes. Able to move about the library for long periods of time.
- Must have reliable transportation to the library facilities and other locations as needed and be able to work days, evenings, weekends, and holidays.

Starting salary of \$48,775. This position is eligible for full-time benefits including medical, vision, dental, vacation and sick time and mandatory IMRF participation. The library supports continued learning and professional growth.

To apply, send a cover letter and resume via e-mail to HR at hr@itpld.org Please include the job title in the subject line. No phone calls please.