

TOWN OF CANTON

TITLE:	Head of Children's Services	CLASS:	Exempt
DEPARTMENT:	Canton Public Library	DATE :	August 15, 2007 BoS Adopted

POSITION DESCRIPTION

Under the general and functional direction of the Library Director, plans, organizes and supervises Children's Services of the Library, including reference, collection development, programming and technology.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

- ? Establishes departmental priorities as determined by need and within general policy direction.
- ? Prepares narrative and statistical reports for the Library Director and other audiences as requested.
- ? Directs the activities of and allocates work to Library Aides and other staff as assigned by the Library Director.
- ? Administers and supervises library programs through subordinate staff.
- ? Develops educational, cultural enrichment, and other library related programs for children.
- ? Develops Children's Service initiatives that are responsive to local community need.
- ? Develops outreach and collaborative programs with local school system and other community based organizations serving children.
- ? Provides children's reference and reader guidance services.
- ? Selects all material for Children's Library.
- ? Monitors collection for balance and comprehensiveness and removes outdated materials.
- ? Administers and maintains Children's Department budget expenditures.
- ? Complies and analyzes statistical information to assess operations.
- ? Participates in activities of professional organizations and state library to remain aware of developments in the field.
- ? Performs additional tasks and duties as necessary and/or requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ? Commitment to excellence in customer service.
- ? Thorough knowledge of the principles and practices of children's librarianship.
- ? Administrative ability to initiate, organize and follow through on comprehensive library programs and projects.
- ? Ability to work well with children, both individually and in groups.
- ? Ability to deal effectively with parents, teachers and school principals.
- ? Ability to interact tactfully and effectively with employees, the general public, and library patrons, especially children.
- ? Proficient computer skills.
- ? Excellent oral and written communication skills.
- ? Strong knowledge of children's literature.
- ? Demonstrated knowledge of the techniques for programming for children.
- ? Ability to supervise.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- ? Performs duties in an office environment.
- ? Ability to sit or stand for extended periods of time.
- ? Ability to move, bend, stoop, and lift and carry books and files of approximately 35 pounds or less.
- ? Ability to maneuver a fully loaded book cart.
- ? Works in library setting subject to continuous interruptions and background noises.

- ? Work may include extended periods of time viewing a computer video monitor and/ or operating a keyboard.
- ? Intermittent exposure to video display terminals.
- ? Ability to work under stress from demanding deadlines, public contact, and changing priorities and conditions.
- ? Ability to read printed material and a computer screen.
- ? Communicate effectively with individuals in person and over the telephone.
- ? Ability to file books, periodicals, reports, etc. on shelves ranging from 1' to 7' from the floor.
- ? Ability to move throughout the Town, Library, Town Hall and other Town buildings and sites.
- ? Requires flexible working hours to observe library during all hours of public operation.
- ? Some travel required to attend meetings in Canton and outside of Canton.

ACCOMODATIONS: Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required would generally be acquired with a Masters Degree in Library Science from an ALA accredited college or university and two years of library experience; or a Bachelor's Degree and five years of library experience.

LICENSE OR CERTIFICATE:

- ? Must possess a valid Connecticut Motor Vehicle operator's license and independent transportation to attend to all essential functions.

Note: The above description is illustrative only. It is not meant to be all-inclusive.

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time.

I have reviewed this document and discussed its contents and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date