



POSITION DESCRIPTION: Director of Youth and Family Learning
DEPARTMENT: Youth and Family Learning
SALARY GRADE: 10
FLSA: Exempt
APPROVED: November 18, 2016

Position summary: The Director of Youth and Family Learning has overall strategic and operational responsibility for youth and family services at the Library.

The incumbent is responsible for the successful delivery of services and programs to families, children, teens, and young adults; designs and executes the strategic initiatives to address community needs; coordinates collection development and selects materials for purchase; and ensures effective communication with other departments. The director acknowledges and accepts the library's vision, mission and core values, respects the Library's confidentiality policy and maintains the integrity of Russell Library.

The position is a part of the senior management team that drives the overall strategy for the organization and represents Russell Library on a local, regional, and national basis.

The incumbent has a working knowledge of early childhood literacy, brain development research, grade level reading, the importance of play, gaming, social media, and services to contemporary teens. The incumbent will focus on the following areas: departmental leadership, management and inspirational innovation, external relationships, and knowledge management.

Supervision received: Receives general direction from the Chief Public Services Officer; performs work with considerable independence. Establishes priorities within department, and consults with other department heads on matters of policy. Prepares statistical and narrative reports for the senior leadership.

Supervision exercised: Provides general supervision to assigned professional, administrative/ clerical staff and volunteers.

Essential Duties:

Leadership & Management:

- Enhance, flesh out, and implement organizational vision as established by senior leadership.
- Supervises youth and family services professional and non-professional staff as assigned.
- Provide general supervision to departmental staff; provide staff with ongoing instructions and guidance. Ensures that subordinates are conversant in Library policies and procedures.
- Attract, develop, coach, and retain high-performance team members, empowering them to elevate their level of responsibility, span of control, and performance.
- Work with staff to develop systems to ensure consistent, high-quality public services, especially the patron experience.
- Provide leadership in development of interdepartmental communication and cohesiveness, sustaining culture and supporting staff during organizational growth.
- Monitor departmental budget; perform administrative record-keeping and recording, including financial and activity reports. Submit budget requests on an annual basis.

External Relationships:

- Expand revenue generating and fundraising activities to support existing programs and the growth of Russell Library; cultivate existing relationships and develop new funder relationships.
- Manage relationships with partner organizations, with particular focus on the Middletown school system and local agencies serving youth and families.
- Build strong community and regional coalitions to support reading, math and digital literacy as well as a strong STEM culture within Middletown's youth and family services ecosystem.

Knowledge Management:

- Develop the necessary systems, processes, and tools to support the facilitation, collection, and sharing of knowledge to develop a borrowing and discovery strategy for the Library.
- Develop, implement and evaluate programs, services and special events to promote educational opportunities for youth and their parents.
- Develop communication system to share organizational learning with a broad range of communities, internally and externally.

- Ensure that key project outcomes are evaluated and leveraged for maximum community and organizational impact.
- Work collaboratively with the senior management team to integrate cross-departmental program activities and functions.

Examples of incidental duties:

- Provide training and supervision to staff; establish work schedules and make work assignments; evaluate performance of staff and report on results of evaluations.
- Plan, implement, evaluate, and continuously build an evidence-based summer learning program designed to address the “summer slide” among at-risk Middletown students through best practice activities, parent engagement, and the provision of free meals.
- Participate in regional, state, and national professional library and communication technology organizations at meetings or conferences, to assure a continuing awareness of programs and opportunities available to the Library.

Qualifications

Minimum qualifications required:

The skills and knowledge required are a Master’s Degree in Library Science and five to seven years of progressively responsible experience in library work, including 3-5 years leading a public library department, preferably as a youth services manager, teen librarian, or combination thereof. Experience with Every Child Ready to Read or the LENA Foundation system will be preferable. A working knowledge of patron engagement and communication is necessary.

Specific requirements include:

- Working knowledge and unwavering commitment to highly developed approach to literacy for children, teens and young adults and excellence in organizational and project management with the ability to achieve strategic objectives, and manage a budget
- Demonstrated ability to work effectively in collaboration with diverse groups of people
- Integrity, positive attitude, mission-driven, and self-directed with demonstrated passion for the Library’s mission and commitment to working collaboratively with a management team of senior professionals
- Solid judgment and apparent leadership skills
- A team player, who can interrelate and operate effectively with peers and other associates within a collegial, yet demanding, work environment

- An individual who is able to handle a variety of constituencies, manage multiple tasks simultaneously and thrive in a complex environment with multiple priorities
- Impeccable integrity
- Strong analytical skills, basic business intuition, and common sense
- Strong work ethic

Knowledge, skills, and abilities:

- Must have a working knowledge of library practices, procedures and technology, and preferably extensive knowledge of current trends in early childhood literacy and library services for youth and families.
- Demonstrated ability to apply principles of library science to solve practical problems is essential.
- Demonstrated ability to organize and maintain an operating budget for a department is required.
- Demonstrated ability to plan, organize and implement near-term and long range library development programs.
- Demonstrated ability to present oral and written reports in clear, concise and understandable form is necessary.
- Must have an expert knowledge of department specific applications and have a basic knowledge of integrated software such as Microsoft Office and its applications including Word and Excel.
- Demonstrated ability to maintain effective working relationships with patrons, employees, and the public and to deal with persons courteously and tactfully is essential.

License or certificate: A Connecticut Motor Vehicle Operator’s license is desirable.

Physical, mental exertion/environmental conditions: Performs duties in an office and open environment. Routinely and intermittently exposed to computer screen, and must take periodic breaks from screen. May be required to lift and move light to medium weights, for example, AV equipment, books, displays, office supplies, etc. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.