

Department Head Job Description

FLSA: Exempt

Reports To: Library Administration

Supervises: Supervises employees in the designated library department.

SUMMARY OF RESPONSIBILITY:

The department head is responsible for planning, implementing, evaluating and supervising materials acquisition, as well as programs and services to the targeted patron base (children, teens, adults) of the designated department. As a department head, this position is a member of the library's management team.

Essential Functions:

- Manages department staff including, involving staff in program planning, materials selection, scheduling, goal setting and annual performance appraisals.
- Manages all aspects of collection development and management, including the selection and weeding of materials.
- Ensures highest quality reference and reader's advisory services to patrons accessing the library's collections.
- Manages the planning, organizing, and supervising of programs for library patrons with special focus on promoting initiatives outline in the library's strategic plan and annual goals.
- Provides library service to local partner organizations and the broader community through outreach initiatives.
- Coordinates the cataloging and processing of materials.
- Collaborates with colleagues to develop special marketing materials and campaigns that encourage the use of the department's resources and services.
- Implements appropriate technology in consultation with IT staff; demonstrates and teaches appropriate skills to staff and patrons.

Other Functions:

- Plans, organizes, and implements special projects as needed or determined by the Library Director.
- Attends conferences, workshops, and meetings and reads professional literature to stay informed on issues related to children's library services.
- Serves on professional and community committees, as requested, to advance the library.
- Performs related duties as required.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

Education and Experience:

- Master's degree in Library Science from an ALA accredited institution, or equivalent combination of education and experience.
- Minimum three years of experience in the library profession is preferred.
- Supervisory experience is preferred.

Knowledge, Skills, and Abilities:

- Knowledge of the principles, practices and techniques of modern library operation and administration.
- Solid working knowledge of all MS Office suite software is required.
- Excellent customer service skills.
- Excellent written and oral communication skills.
- Proficiency with a variety of software programs related to public library services.
- Skill in assisting library patrons with services, collections, technology, and online resources.
- Ability to supervise the work of programmers.
- Ability to provide welcoming and effective customer service.
- Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, co-workers, management personnel, patrons, schoolteachers and others.
- Ability to work in a fast-paced environment and juggle multiple priorities.
- Ability to think quickly, assess a situation and make sound decisions.
- Ability to be available for work outside normal working hours when required.
- Ability to create clear and concise reports.
- Ability to deal effectively with elected officials, and other public constituencies.