Library Employment Notice

Head of Youth Department

Post Date: 7/11/2024
End Date: 9/5/2024

Please return the application, cover letter, and a resume to the Boulder City Library, 701 Adams Blvd., Boulder City, NV 89005, or to jessica@bclibrary.org. No telephone inquiries, please.

Overview
Consider a career move to the Boulder City Library District, located in the City of Boulder City that has preserved its historical heritage and unique identity over the years. Experience the small-town charm with the convenience of a nearby, large, metropolitan area.

Under the general direction of the Director, the Head of the Youth Department performs professional and supervisory work in the planning, coordination, and operation of the Youth Department and Staff. This position is also an essential member of the Management Team.

This is a full-time (40 hours a week) management position. The pay range is $34.82 - $46.56. Pay typically begins at the minimum of the pay range, and employees are eligible for annual merit and COLA increases.

Application Deadline:
The application deadline for this position is 8:00pm on Thursday, September 5, 2024. To be considered for this position, application, cover letter, and resume must be submitted prior to this deadline. We anticipate interviewing for this position on or around September 9, 2024.

Essential Functions:
• Plans, organizes, administers, reviews and evaluates the activities of assigned staff; recommends selection of staff; trains staff and provides for their professional development.
• Ensures Library's customer service by developing, coordinating and scheduling work teams; reviews, recommends and implements improved policies, procedures and services in relation to the changing needs of the community.
• Conducts programs; networks with schools and public agencies to provide services and programs; assists in planning, organizing, and implementation of programs; provides tours of Library.
• Responds to and resolves patron inquiries; explains policies and procedures; provides patrons with service, collection assistance, technical assistance and reference assistance.
• Prepares goals and objectives for the Youth Services Department and works with the Director to ensure they fit with Library goals and objectives; collects data and the preparation of reports; coordinates marketing of activities and functions.
• Assists and instructs patrons and staff in the use of library computers, mobile devices, wireless connections, wireless printing, specialized equipment, software, and applications.
• Manages the youth services collection; maintains a weeding schedule; maintains collection through ordering of books, documents, periodicals, multi-media materials and other materials.
• Maintains awareness of current library trends and developments through professional reading, meetings, conference attendance, and organization participation.
• Ensures that the library is safe and that patrons follow library guidelines, with particular attention to unattended children.
• Performs duties of assigned staff as required.
• Contributes to the efficiency and effectiveness of the unit's service to its patrons by offering suggestions and directing or participating as an active member of a team.
• Promotes and supports the overall mission of the Library by demonstrating courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.
• Seeks and manages grants for library materials and library programming.
• Serves as a member of management team, participates in manager meetings, and works on projects as needed.
• Manages the youth calendar of events including purchasing materials to support programming.
• Provides written reports of the department including but not limited to a monthly Board Report and a newsletter.
• Oversees the Library Makerspace including programming, purchasing of supplies, and training of staff.
• Other tasks as assigned.

Education and Experience:
Master's Degree in Library Science from a college or university accredited by the American Library Association; AND two (2) years of professional librarian experience, one (1) year of which was in a supervisory role.

Required Certificates, Licenses, and Registrations:
Must have a valid Nevada Driver License, or the ability to obtain one at the time of hire.

Physical/Mental Requirements and Working Environment:
Mobility to work in a library setting, use standard office equipment and stamina to sit, stand and walk for extended periods of time; strength to lift and carry up to 20 pounds; agility to bend, reach and climb; phone usage, reading, speaking, and listening ability; utilizing a keyboard and working at a computer monitor for extended periods.

PLEASE NOTE: Meeting these posted qualifications does not necessarily guarantee an interview.

Schedule:
Saturday: Off
Sunday: 8:30am – 5pm
Monday: 8:30am – 5pm
Tuesday: 8:30am – 5pm
Wednesday: 8:30am – 5pm
Thursday: 11:30am – 8pm
Friday: Off

PLEASE NOTE: This schedule may be subject to change based on the needs of the Library District.

Benefits:
Medical, dental, vision, and life insurance
Nevada Public Employees Retirement System (PERS)
15 Paid holidays
Paid vacation (20 days), sick leave (12 days), and personal leave (2 days)
And more!