

Youth Services Director

\$59,545 / year or higher DOQ + [Full Time Benefits](#)

Williamsburg Regional Library (WRL), rated by ELGL as one of the best public libraries in the nation, is seeking a dynamic, creative, and enthusiastic Youth Services Director. WRL features a flourishing array of award-winning children's programs and excellent collections. The Youth Services Director supervises a staff of twelve professional children's librarians and three support staff in two library buildings and in outreach services. The successful candidate will oversee the opening of the Kids Idea Studio, an innovative hands-on children's museum style library space, and the launching of a new bookmobile in 2020. Williamsburg, VA is a beautiful and livable world class destination, home to Colonial Williamsburg, the College of William & Mary, and an engaged population of library users and supporters. WRL values a creative and collaborative working environment and is committed to supporting, empowering, and inspiring all employees.

To learn more about WRL go to: <http://www.wrl.org/about-us>

Responsibilities:

- Provides effective supervision of assigned staff including selection, performance management, scheduling, employee relations, training, prioritizing and assigning work and related activities; oversees activities of designated volunteers.
- Leads, organizes and administers all functions of the Youth Services Division, including youth reference, readers' advisory services, programming, collections and mobile library services youth and family outreach; maintains an awareness of current trends and technologies related to library services; improves the quality of library services through individual and general staff development; prepares monthly and other special reports including statistical and data information; evaluates library programs and services for youths; develops, interprets and implements all Youth Services Division procedures; implements and interprets library policies.
- Oversees and coordinates the selection, maintenance, updating and weeding of all youth collection materials in all formats; monitors youth and family materials budgets; handles questions concerning youth and family materials collections; participates in library-wide planning and decision-making; serves on and/or chairs library committees; provides public services from library youth information desks and outreach sites; represents the library and works with community groups and representatives concerning youth and family services.
- Prepares budget requests; prepares grants for Friends of Williamsburg Regional Library foundation and other outside funding sources; participates, as appropriate, in local, state and national library associations.
- Works closely with the Assistant Library Director on planning and evaluating youth and family services and community partnerships; collaborates with and supports other division directors/managers/officers.
- Plans, organizes, and administers the Youth Services section of the Library.
- Provide effective supervision of assigned staff

Requirements:

- Master of Library Science degree from an American Library Association (ALA) accredited library school required; considerable managerial and supervisory experience; experience in, and commitment to, public service.
- Must possess or be able to obtain within 30 days of hire a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Knowledge of the principles, practices and techniques of modern library services to youth; youth literature; knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train and evaluate the work of assigned staff.
- Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services and evaluation of customer satisfaction.

- Skill in use of computer software, especially Microsoft Office Suite; written and oral communication; interpersonal relationships.
- Ability to establish and maintain effective working relationships with the Library Director and Library Assistant Director, division directors/managers/officers, staff members, government/community officials and personnel, vendors and the public; work well under pressure, paying close attention to detail; effectively delegate work; set own priorities for work to be done and to meet deadlines; plan, organize and administer a library division.

Accepting applications until 11:59pm EST on 01/18/2020 or when filled, whichever comes first. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>