



TOWN OF KITTELY

Human Resources

200 Rogers Road, Kittery, ME 03904

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jobs@kitteryme.org

– OPPORTUNITY –
Youth Services Supervisor

The Town of Kittery has an opening for a Youth Services Supervisor at the Rice Public Library. This full-time position will be scheduled Tuesdays through Saturdays, including two evenings per week and alternating Saturdays. The pay rate for this non-exempt union position is \$27.39 per hour. This position is eligible for medical, dental, vision, life insurance, short-term disability and retirement benefits.

Purpose

The purpose of the Youth Services Supervisor position is to supervise and administer library programs and collections that foster an atmosphere for children, caregivers, and young adults that leads to a lifetime of reading. Duties include, but are not limited to: maintaining and evaluating the children's and young adult's collections, planning, supervising and conducting programs, creating PR materials for library young adult's and children's programs in-house, on the website, and on social media, grant writing and performing additional tasks as assigned by the Library Director.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develops, implements, and evaluates goals and objectives for the youth services section as a part of the overall library plan;
- Designs and investigates new opportunities for outstanding programs and implements young adult and junior programming (in-house and outreach);
- Serves as part of the library's management team to foster communication and coordination with the Library Director and other staff, including reporting building maintenance issues to the Library Director;
- Selects new materials by following the library's book selection policy, reading book and AV reviews in recognized journals, and evaluating staff and patron recommendations;
- Manages the fiscal budget for youth services including young adult and children's materials and programs;
- Implements community outreach programs including travel story time and other programs that promote literacy and encourage library visits;
- Performs grant writing and solicits funds for library materials and programming;
- Publicizes department's programs through social media flyers, posters, news releases, school visits, and library web pages;
- Assists patrons with all research and general department inquiries as needed including computer assistance, homework help, and database reference;
- Collaborates with the cataloging team to determine the appropriate locations and labeling across the children and young adult collections;
- Is Responsible to collect and input the data for the children's and young adult section of the Maine State Library Annual report;
- Shelves books and media in a timely manner.

Supervisory Responsibility

- Supervises all library staff members and volunteers working in youth services.

Other Duties and Responsibilities

- Serves as backup to circulation desk and phones as needed;
- Treats all patrons with respect and patience and ensures the confidentiality of patron records;
- Performs other related duties as required.

Essential Knowledge, Experience, Skills and Abilities

Duties require knowledge of standard library policies and practices and library software systems as well as a background in children's and young adult literature. This position requires at least five years of experience working with children and young adults. A master's degree in Library and/or Information Sciences from an ALA-accredited school, and courses in children/young adult collection development are required.

- Demonstrated ability to collaborate well with staff and the public, initiative, dependability, using good judgment, tact, and courtesy;
- Proficiency in library technology as pertains to library software including the ability to learn, use, and instruct staff on the various programs used;
- Ability to multitask with flexibility and prioritization;
- Must possess excellent oral and written communication skills;
- Demonstrated ability and willingness to develop strong, interactive community relationships;
- Demonstrated ability and willingness to assume responsibility and complete assignments independently;
- An understanding of grant writing and program development geared towards youth services.

Physical Requirements

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Must be physically able to operate a variety of office machines and equipment, including, but not limited to: computer, printer, typewriter, facsimile machine, copier, and telephone, requiring hand-eye coordination and finger dexterity;
- Routinely communicating face-to-face, on the telephone, and via email, requiring effective communication and people skills;
- Must be physically able to occasionally lift and/or move job-related objects or materials up to 25 pounds;
- Must be physically able to regularly sit in front of a computer and speak or listen, walk, bend, or reach with hands and arms;
- Frequently required to climb stairs and/or balance, stoop, kneel, or crouch;
- Frequently required to use hands to finger, handle or feel objects, tools, or controls;
- Must have clarity of vision of twenty inches or less;
- Work is normally performed in a pleasant public library environment.

Please complete the application located on our website at www.kitteryme.gov under employment opportunities and submit a cover letter, resume and three professional references to:

Town of Kittery
Attn: Human Resources
200 Rogers Road, Kittery, ME 03904
jobs@kitteryme.org

Accepting applications until the position is filled

The Town of Kittery is an Equal Employment Opportunity Employer and is committed to excellence through diversity in its staff. We strongly encourage all qualified individuals to apply.