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4.4 Job Descriptions-Youth Services Director

Job Title: Youth Services Director

Reports to: Library Director

Supervises directly: Library Assistant(s) working in children's area, and Assistant Director when processing materials or promoting programs.

Purpose for position: To direct and supervise the children's library and do general public library work as required for its smooth operation and service to patrons.

Essential responsibilities:*

1. Coordinate and promote all children's services and programs on a regular basis and in public formats including social media, including story hour programs in the library, the library activity room, school classrooms, and at licensed child care facilities.
2. Keep the children's collection current and appropriate to users by selection of new materials and de-selection of worn or out-of-date materials.
3. Purchase, catalog, and proof-read processing of all materials.
4. Continually review pertinent professional literature.
5. Make reasonable and regular efforts to retrieve overdue materials by notification in person, by phone, mail, or e-mail.
6. Participate in professional organizations and continuing education opportunities.
7. Promote reading and literacy.
8. Assist in compiling annual report by keeping accurate records.
9. Make early and adequate arrangements for public library use of the activity room for programs and then supervise its arrangement.
10. Oversee library bulletin boards.
11. Implement and remain current with rules, regulations, and instructions.
12. Change storywalk panels on FIT Trail at appointed intervals.

*Disclaimer: The intent of this job description is to provide a representative summary of the major duties and responsibilities of the position. The incumbent may be required to perform other job-related tasks other than those specifically presented in this description.

To do this kind of work, you must be able to:

1. Communicate effectively with children, parents, public and co-workers.
2. Work cooperatively with other educational institutions, parents, pre-schools, child development centers, Head Start programs or other such groups.
3. Work in a cooperative manner with all other sections of the library and with supervisor.
4. Efficiently utilize computers in the performance of the job.
5. Work effectively as a team member

Physical Demands:

1. Reshelve books and other materials at various heights.
2. Adequate vision and hearing to do the job.
3. Be able to read rules, regulations, instructions.
4. Be able to communicate well with public and use telephone effectively.

Specific vocational training:

1. Two years of college education in related or experience in library work, children's literature course and/or equivalent acquaintance with the subject. Have or be working toward State Library Certification at any level.

It is understood these guidelines are not intended to be all-inclusive and are subject to changes made from time to time by the library director.

Approved by the Emmetsburg Public Library Board of Trustees, February 2000; Amended: January 2020, September 2022; Reviewed: January 2006, March 2009, May 2025; Scheduled for Reivew: April 2028

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