



## **Assistant Director of Teen and Young Adult Services**

Hartford Public Library is nationally recognized for its wide range of initiatives including immigration services, employment assistance, school partnerships and youth leadership training. Now celebrating its 127th year, Hartford Public Library remains at the forefront of redefining the urban library experience in the 21st Century with services designed for and by a diverse and dynamic city and region. With seven locations throughout the city, HPL is the catalyst for opportunities in education, civic engagement, intellectual enrichment and cultural development for tens of thousands of children, youth and adults every year. [www.hplct.org](http://www.hplct.org).

The Assistant Director of Teen and Young Adult Services is responsible for the successful development and delivery of services and programs to teens and young adults (13 years to 24 years) throughout the library that support the educational, job and career, social and emotional objectives/needs of this population. With considerable independent judgment, discretion, and initiative, this position develops plans, and implements system-wide services and activities to meet present and anticipated community needs. Designs and executes the strategic initiatives to address needs, coordinate collection development and selection of materials and ensure effective communication with other departments. The incumbent works closely with the System-wide Youth and Family Services Manager, Director of Public Services, and the Executive Director of the American Place to ensure a robust continuum of service.

### **Responsibilities include:**

- Adopts a connected learning and workshop model approach to presenting programs, classes and events for and with teens to educate, inform, inspire and support.
- Promotes educational and workforce development opportunities for teens and young adults.
- Oversight of the YOUmedia program.
- Works with other departments within the library to provide programming and services to the teen and young adult population including Youth Services and the American Place.
- Leverages community experts, coaches and mentors for services and programs in order to meet teen needs and interests.
- Plans, implements and evaluates library programs and services which fulfill the diverse educational, recreational and personal needs of local teens and young adults.
- Ensures the library's collections include relevant print and digital resources aimed at the specific interests and needs of the teens and young adults in the community.
- Curates content, including digital resources and special collections, based on needs and interests.
- Stays on top of latest technological trends.
- Leadership role in developing, implementing and evaluating the overall teen and young adult services program system-wide.
- Provides leadership, development and supervision of assigned employees throughout the department.
- Assumes Manager in Charge responsibilities as needed
- Oversees grant process from inception to completion.
- Identifies funding sources, pursues external grant opportunities and community partnerships as they become available, prepares grant applications and develops budget within the grant process.
- Attends community meetings and collaborates with public and private schools, other educational

institutions, and City agencies to build partnerships that will improve teen and young adult outcomes.

- Create and track metrics, performance measurement, and goal setting.
- Prepares statistical reports as requested monthly and annually.
- Develops and delivers reports and presentations as needed.
- Plans and prepares department budget; performs administrative record keeping and reporting, including financial and activity reports.
- Oversees collection and programming budgets.
- All other duties as assigned.

**Qualifications:**

- Master's in Library Science/Master's in Library and Information Science from an ALA accredited institution/ Master's in relevant field required.
- At least five years' experience working in a library setting with teens and young adults.
- At least three years' supervisory experience.
- Experience managing projects including budget and grants management.
- Strong written and verbal communication skills. Must have strong organizational and priority setting skills.
- Strong commitment to consistent excellent customer service to a diverse population in an urban environment.
- Ability to work independently and in a team environment.
- Second language preferred.
- Solid working knowledge of current and emerging technologies and youth program assessment tools.
- Ability to establish and maintain effective working relationships customers, staff, community partners and city agencies.

**To Apply:** Please email resume and cover letter to [hpljobs@hplct.org](mailto:hpljobs@hplct.org) and reference **Assistant Director, Teen & Young Adult Services** in the subject line of your email.

Newly hired employees of the Hartford Public Library must present proof of receipt of a COVID-19 vaccination and may not begin employment at the Library until proof of vaccination (two doses of either the Pfizer or Moderna vaccines or one dose of the Johnson & Johnson vaccine). Booster vaccinations may be required in the future. The Library may consider exemptions for prospective employees who cannot become vaccinated due to a qualifying medical condition or a sincerely held religious belief. Candidates who receive a conditional offer of employment and who seek a medical or religious exemption to the Library's vaccination policy will be provided with additional instructions at the time of the conditional offer. Testing requirements and/or additional PPE requirements may apply to unvaccinated employees.

**Hiring Range: \$64,058.54 - \$73,764.34 DOE**

**Hartford Public Library is an Equal Opportunity Employer.**