

Youth and Family Services Director at Hartford Public Library in Hartford, CT

Description

The **Youth & Family Services Director** is responsible for the successful delivery of services and programs to families, children (birth to 13) and young adults throughout the Library; designs and executes the strategic initiatives to address needs; coordinates collection development and selects materials for purchase; ensures effective communication with other departments. This position acknowledges and accepts the library's vision, mission and core values, respects the library's confidentiality policy and maintains the integrity of Hartford Public Library.

The Youth & Family Services Director performs professional, managerial, and administrative work of a highly responsible nature in directing and coordinating the activities of the library program. With considerable independent judgment, discretion, and initiative, this position develops youth collections, plans, and implements services and activities to meet present and anticipated community needs. This position ensures the highest level of service is provided by staff to all customers.

The incumbent works closely with the Teen Services Director to ensure a robust continuum of service to youth from birth to 18 years old.

QUALIFICATIONS AND COMPETENCIES:

- Masters' Degree in library science from a school accredited by the American Library Association is required.
- Minimum five to seven years of increasingly responsible leadership experience in public services, with a concentration in youth and family services is required.
- Three to five years of management/supervisory experience is required. Union environment experience is preferred.
- Ability to establish and maintain system-wide collaborations with community agencies is required.
- Solid project management skills are required.
- Thorough knowledge of the principles, practices and techniques of modern library operation and administration.
- Thorough knowledge of and background in various types of informational materials in a variety of formats including electronic.
- Strong commitment to working within a team environment is required.
- Solid working knowledge of all MS Office suite software is required.
- Adept at process management; knows how to organize people and activities.
- Knowledge of various technologies including social media is required.

- Ability to set clear objectives and measure and monitor process, progress and results, including fiscal control.
- Future oriented, can articulate vision of possibilities and likelihood of their success. Has broad knowledge and perspective.
- Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, co-workers, management personnel, the public and others.
- Solid written and verbal communication, listening, organization and priority setting skills.
- Strong public relations skills.
- Ability to provide welcoming and effective customer service.
- Ability to work in a fast-paced environment and juggle multiple priorities.
- Ability to think quickly, assess a situation and make a sound decision.
- Ability to work a varied schedule inclusive of evenings and weekends.
- Ability to create clear and concise reports, and to deliver them orally to a wide variety of audiences.
- Valid driver's license is required.
- Ability to deal effectively with elected officials, and other public constituencies.

Full requirements, job description and application are available online at <http://hplct.org/about/job-openings> or Administrative Office, Hartford Public Library, 500 Main Street, Hartford, CT 06103. **A completed signed application must be received in order to be considered for this position.** **Position open until filled.**

Hartford Public Library requires a Criminal Background Check and Pre-employment Drug Testing on applicants who are selected as a finalist for the position. Applicants will be provided a copy of any positive drug test results. A criminal record does not necessarily eliminate you from employment with Hartford Public Library. Each conviction will be reviewed with respect to the offense, circumstances, seriousness and the position for which you apply. **E.O.E.**