



TOWNSHIP OF ABINGTON

Employment Opportunity Posting

INTERNAL and EXTERNAL POSTING

DATE	July 2, 2024
POSITION	Head of Children's Services
DEPARTMENT	Abington Township Public Library
SALARY	\$62,500.00
JOB DESCRIPTION	See attached
DEADLINE	July 23, 2024 by the close of business 5:00pm

Applications are available online at www.abingtonpa.gov . Completed applications must be submitted by the application deadline, and no later than 5:00 PM, For additional information contact Elizabeth Fitzgerald at 215-885-5180. Abington Township is an Equal Opportunity Employer.



Job Description

Head, Children's Services



**Abington Township
Public Library**

Department: Abington Township Public Library

Position: Head, Children's Services

Reports to: Executive Director

Supervises: Full-time and Part-time employees

Classification: FLSA Full-time Exempt

Purpose: The primary purpose of the Head of the Children's Department oversees children's services at the Abington Free Library. The mission of the Abington Township Public Library is to champion learning and foster connections for everyone in our community. The Head of the Children's Services, along with the Head of Young Adult Services, oversees the Youth Services Department. The Head of Children's Services sets the tone for the Department, serving the families, children, and tweens of the community with enthusiasm, imagination and curiosity, and a dedication to customer service and library services. They contribute to the operations of the department, offering programming, providing readers' advisory, doing collection development, liaising with local schools, and participating in outreach. This position supervises a busy department and supports a large team of full-time and part-time staff. The Head of Children's Services reports to the Executive Director.

Tasks: Assists and advises patrons; Maintains the children's collection; Plans, coordinates and promotes library programs; Oversees collection development; Selects materials; Hires, trains and supervises staff; Maintains records and files; Collaborates with the Head of Young Adult Services to ensure that the Youth Services Department serves the needs of library patrons ages 0 to 18; Responsible for services from birth through fifth grade; Assists library patrons in the use of the library and its resources; Participates in library outreach throughout the Township; Selects and orders materials to be added to the collection; oversees collection development for department; Maintains schedule for weeding collection to keep it current; Maintains schedule of Youth Services Department; Schedules, plans, publicizes, and conducts library activities and programs for children, families and other adults who work with children; includes familiarity with current trends in event promotion and social media practices; Conducts tours of the library, specifically the Children's Department, and is familiar with the use of relevant online resources, including the online catalog and mobile devices; Collaborates with other ATPL Departments, Abington Township Departments, and local schools; Visits elementary schools and day care facilities to promote love of reading; speaks at PTA and other interested group meetings to promote reading and publicize resources in the children's library; Meets with area school librarians to exchange ideas and partner on programs and promotion of library resources for school district students; Collaborates with Montgomery County District Youth Services



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Abington Township
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librarians and the Youth Services District Consultant; Supervises departmental staff and conducts annual performance reviews, in collaboration with the Head of Young Adult Services Keeps up with current trends in library profession by reading professional literature and participating in local and national professional associations; Collaborates effectively with other departments and the Executive Director; Oversees children's book budget and program budget Performs other related tasks as required.

Job Standards (Minimum qualifications needed to perform essential functions): Thorough knowledge of practices and techniques of modern library operations; Proven experience supervising professionals, support staff, and volunteers; Demonstrated ability to plan, coordinate, and manage projects; Detailed knowledge of reader interest levels; Ability to maintain accurate records and statistics and complete accurate reports; Ability to establish and maintain effective working relationships with associates, library patrons, and volunteers; Ability to communicate ideas effectively both orally and in writing
Public service orientation.

Supervisory Responsibilities: Sets expectations for staff and hold individuals accountable for their performance, conducts performance management, and fosters employee development.

The employee is expected to demonstrate the following competencies; Organizational Competencies: growth focused by recognizing and adapting to changes afforded by new technology and changing demographics of the community, possesses an appreciation for sustained and continual learning; innovation by being able to manage change, understands creative processes, introduces new ideas and solutions, is comfortable with risk taking; community focused by being dedicated to meeting the expectations and requirements of internal and external patrons, serves the community with enthusiasm, thoroughness and hospitality with unsurpassed service; integrity by serving the needs and demands of the community with commitment, integrity and excellence while supporting the concept of intellectual freedom; quality by delivering high-quality service and information, strives to hold high standards expected by patrons, pays attention to detail. Position Competencies: communication skills by organizing and presenting ideas and information in a professional, clear, concise manner, written or verbally; edit work for spelling and grammar; customer service by managing difficult or emotional customer situations; respond promptly to customer needs; solicit feedback to improve service; respond to requests for service and assistance; meet commitment; dependability by following instructions; responding to management direction; taking responsibility for own actions; keeping commitments; committing to time when needed to reach goals; completing task in a timely manner or notifies individual with an alternate plan; initiative that demonstrates willingness to perform needed tasks without being directed; is willing to learn new skills and enhance products and services; interpersonal skills by maintaining confidentiality; remain open to others' ideas and tries new things; speak clearly



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and persuasively in positive or negative situations; listens and solicits clarification; respond well to questions; demonstrates group presentation skills; participate in meetings; write clearly and informatively; vary writing style to meet needs; problem solve by identifying and resolving problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem solving situations; use reason even when dealing with emotional topics; quality by paying attention to detail; generate work that is up to expected standards of performance, and is accurate, neat, orderly, complete and reliable; adaptability by adapting to a variety of job responsibilities, schedules and work effectively while changing priorities.

This is light work requiring the exertion of up to 35 pounds of force occasionally; and up to 10 pounds of force frequently to move objects; work requires sitting, reaching at waist level, and performing fine manipulation frequently; standing, walking, lifting, bending, crouching, kneeling, reaching at all levels occasionally; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinction in sound frequently; visual acuity (near vision frequently; mid and far vision, depth perception, color perception, and field of vision occasionally) for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities frequently; the worker is not subject to adverse environmental conditions. All work performed is to be mistake free and all interpersonal interactions with employees and the public is to be positive, collaborative, respectful and courteous.

Employee may be asked to perform other duties provided those duties are not illegal or injurious to the employee's health; employee will be evaluated in part based upon performance of the tasks listed in this job description and at a minimum, to the standards within this job description. Management has the right to revise this job description at any time. This job description does not list all the duties of the job. Management may ask the employee to perform other job-related duties.

Education: Master's degree from an accredited program in Library Science required. 3-5 years of progressively responsible leadership experience in a library including supervisory or lead capacity in a children's library service.

Equipment (Examples of machines, devices, tools, etc., used in job performance): Proficient in MS Office Suite, MS OneDrive, MS Sharepoint. Proficient in web-based design tools, social media management tools, and other online marketing tools. Knowledge of Polaris ILS is not required, but appreciated. Experience and comfort using an ILS and other collection



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development tools. Thorough knowledge of library system computer applications. Proficient in handling office equipment (faxes, copiers, scanners).

Location: Abington Township Public Library

Special Requirements: Possession of a valid unexpired driver's license