

CITY OF CHATTANOOGA

Classification Specification Title: Assistant Director of Youth Services & Community Engagement

Department: Library

Supervision Received From: Library Executive Director

**Supervisory Responsibility For: Librarian 2; Librarian 1;
Library Outreach Coordinator**

Pay Grade: GS.14

FLSA Status: Exempt

Established: 11/20/24

Revision Date: 3/28/25

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for managing the daily operation of a large department and coordinating system-wide services. Duties include developing and implementing goals, policies and procedures; tracking and managing budgets; providing consultation and recommendations to management, elected officials, boards and commissions, scheduling and assigning tasks to employees to ensure adequate staffing; interviewing, training and evaluating staff. Incumbents in this classification will also provide comprehensive oversight to system-wide early learning and youth initiatives, to include developing and strengthening working partnerships with key stakeholders. Works under the direction of the Library Director.

SERIES LEVEL:

The Assistant Director of Youth Services & Community Engagement is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

PUBLIC SERVICES: Manages Children's staff, Youth Supervisors & Library Outreach Coordinator to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Manages system-wide children's & youth services, which includes planning, coordinating, administering and evaluating programs, processes, procedures, systems, standards and/or service offerings; coaching and counseling, ensuring compliance with federal, state and local laws, regulations, codes and/or standards; coordinating activities between multiple service areas and working to integrate and coordinate service areas. Work cross-departmentally to achieve goals and objectives. Provides leadership and coordination in the evaluation of programs and services to encourage instructional strategies and curriculum consistent with research.

Internalizes the library's mission by taking the initiative to self-educate in professional development and skills. Advances the mission using common sense and critical thinking to achieve goals while amplifying team coherence.

Acts as liaison between the Library and the Hamilton County Department of Education; Leads the Hamilton County School student card program; Works closely with HCS librarians to better support all students, Stays abreast of HCDE curriculum to align library programming.

Collaborates closely with internal teams, external partners, and key stakeholders to support and enhance outreach efforts, ensuring alignment with the organization's strategic objectives. Plays an integral role in fostering partnerships to maximize the impact of outreach activities.

Collaborates with community organizations and partners to provide leadership in developing and implementing community-wide strategies to serve the early literacy needs of all children.

Evaluate library services and recommend improvements through the leadership team. Act as a liaison by creating and maintaining local, state and national partnerships with organizations which will promote the Library's mission.

Researches and reviews best practices and strategies for public library systems, with an emphasis on children, youth, and families, including but not limited to programming, customer service strategies, and rule infractions by minors.

Plans and manages activities related to the delivery of public library services and programs, which includes determining goals and direction of library by analyzing community needs and current program effectiveness; establishing proprieties of services; ensuring required resources are available; training staff on applicable policies, procedures and applicable duties.

Leads in forecasting and administering children's & youth budgets system-wide; works closely with the Director of Finance & Development. Manages collection development for all children's & youth materials system-wide; works closely with adult collection development personnel; consistently assesses trends and interests with children and youth.

Represents the Library in a variety of external meetings including the Chattanooga 2.0 Early Matters Coalition, Early Childhood Coalition & school-age Literacy Council, Signal Center's Dolly Parton's Imagination Library Program, and advocates for quality child care and public school education.

Collaborates with community organizations and partners to provide leadership in developing and implementing community-wide strategies to serve the learning needs of all children and youth in Chattanooga and Hamilton County.

Oversees Library Outreach program to include developing strategies to market programs and activities to attract public and private partnership involvement.

Directs outreach staff at events to help support the projects.

Directs the maintenance of records for Outreach events and volunteer participation.

Directs the development and analysis of library survey data information as well as its distribution.

Oversees the plans and coordination of public community events and activities.

Directs the planning, implementation and evaluation of special events.

Oversees the participation in key meetings within the community as needed to help drive understanding and build trust and support for CPL's goals.

Networks within the community to increase support for and cooperation with the library.

Conducts various departmental meetings such as programming meetings and staff meetings.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Master's degree in Library Science from an ALA-accredited graduate program preferred and five (5) years of youth library experience, including two (2) years of managerial experience. A bachelor's degree, significant public library experience or satisfactory completion of a specified curriculum in Library Science may be substituted for the master's degree; or any combination of equivalent experience and education.

Examples of relevant experience include demonstrated ability to grow a program, progressively responsible work in early childhood education that produced a deep, thorough and current understanding of its practices and principles and a strong track record of securing grant funding. This experience would also demonstrate an ability to manage diverse stakeholder groups, excellent communication skills, and comfort in presenting to local, state and national leaders.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

KNOWLEDGE & SKILLS:

Knowledge of management principles; collection development practices; public relations principles; public library organizations, automation and trends; Internet and Web technologies; public library management principles; library science principles and practices; customer service principles; applicable federal, state and local laws, ordinances codes, rules, regulations;

standards, policies and procedures; advisory and reference resources; Dewey Decimal System; specialized databases and software applications; purchasing practices; general and specific cataloging resources; cataloging and classification principles; budgeting principles; project management principles; community alliances and networking principles and practices.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; managing and executing multiple tasks; analyzing and interpreting applicable laws, ordinances, codes, rules, regulations, standards, policies and procedures; maintaining various confidential records; using computers and related software applications; developing, allocating and monitoring budgets; preparing and proofreading a variety of reports and/or documentation; exercising judgment and discretion; analyzing library programs and making recommendations for improvements; performing community outreach; compiling data and information; recognizing problems, identifying alternative solutions and making appropriate recommendations; maintaining inventory and supplies; and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Medium Work: Exerting up to 45 pounds of force occasionally and/or up to 20 pounds of force frequently and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Medium Work.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.