

Position: Assistant Director for Youth Services and Literacy

Starting Date: February 1, 2024

Reports to: Deputy Director

Application Period: 12/1/2023-12/15/2023 or until position is filled

Job Summary

West Georgia Regional Library System (WGRLS) seeks an engaging, enthusiastic, and innovative Librarian to fill the position of Assistant Director for Youth Services and Literacy. This position oversees youth and literacy services for the region and participates as an active member of the WGRLS Administrative Team. The successful applicant will thrive in an atmosphere of growth and change in a system that is evolving on many levels, including the renovation of new and existing member libraries and the emergence of a collaborative, mission-driven library operations model.

West Georgia Regional Library System is a dynamic community-focused system that serves a population of over half a million. The System spans the counties of Carroll, Douglas, Haralson, Heard, and Paulding, offering premier library service for 19 member libraries. This position is based in Carrollton with the option of hybrid remote work.

Essential Functions

- Oversee all aspects of Youth Services for the region including Summer Reading Program, PRIME TIME, Beanstack, PLAY Card program, and 1000 Books Before Kindergarten
- Develop and grow partnerships with schools, FERST Readers, and other literacy organizations
- Implement and provide training for engaging services to children, teens, and young adults
- Provide leadership to relevant region wide committees
- Assist with makerspace development and support
- In coordination with the Head of Patron Experience, plan and conduct digital and computer literacy training
- Create and execute family literacy programming
- Coordinate outreach to promote library services and family engagement
- Identify and secure grants relevant to youth services and literacy
- Oversee extension services to schools
- Supervise the STEAM Engine Coordinator and provide school STEAM programs
- Occasional storytimes at library branches, when appropriate
- Other duties as assigned

Knowledge, Skills, and Abilities

- Knowledge of best practices in youth services and literacy for all ages.
- Ability to prioritize, adapt to multiple demands, balance changing priorities, coordinate multiple ventures, and guide projects through to completion.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Excellent oral and written communication skills.
- Proficient knowledge of Microsoft Office and/or comparable platforms.
- Capacity to interact in a positive, effective manner with all staff and the general public.
- Perform job duties with a minimum of supervision, work collaboratively in a team environment, and demonstrate professional standards, good judgment, dependability, and timeliness in work environments.

Job Requirements

A Master's degree in Library Science (or equivalent degree) and a minimum of at least three (3) years of experience is preferred. A bachelor's degree and at least one (1) year of experience as a professional librarian is required.

Physical Demands

- Ability to sit and use a computer for extended periods and operate standard office equipment daily.
- Travel by automobile, occasionally.

Supervisory Duties

Direct supervision of 1 full-time employee.

Salary and Benefits

\$65,000 - \$72,000 annually, dependent upon experience and qualifications. Benefits include health insurance through the State Health Benefit Plan, incidental types of insurance through GaBreeze, annual and sick leave, and enrollment in the Teachers Retirement System of Georgia.

WGRLS offers a hybrid work environment with up to 16 hours per week remote for this position after a one month onboarding period.

To Apply

Qualified applicants should submit a cover letter, resume, and three professional references to jobs@wgrls.org or online at <https://wgrls.org/about/careers/>. Position open until filled. Employment is contingent upon a satisfactory background check.