

JOB DESCRIPTION

Job title	<i>Head of Early Literacy (Librarian III)</i>
Reports to	<i>Head of Programs & Partnerships</i>

Job Function

Under the direction of the Head of Programs & Partnerships, the Head of Early Literacy performs professional, supervisory, and administrative work involving system-wide early literacy programs, services, and resources. This position oversees the daily operation and management of the Children's Resource Center (CRC) Library, including its collection, staff, and public services, while also leading the planning, budgeting, administration, implementation, statistical reporting, and evaluation of system-wide early literacy programming. The incumbent develops partnerships with early learning centers, school networks, individual schools, and other organizations focused on early childhood development, and delivers quality programs and resources to children from birth through age five, along with their parents, caregivers, and early childhood educators, consistent with the mission, strategic imperatives of the Library, and the diverse needs of the community.

Duties and Responsibilities

- Manages the daily operations of the Children's Resource Center Library, including public service desk coverage, collection maintenance, programming space, and supervision of assigned CRC staff;
- Coordinates with the Head of Youth Programming to develop and implement system-wide early literacy programs and to ensure proper coverage of system-wide programs and relevant outreach;
- Assigns and reviews the work of subordinate staff; orients and trains personnel in duties, responsibilities, and departmental policies and procedures; Leads the development, coordination, and execution of system-wide early learning opportunities and experiences that prepare children to become ready to learn to read;
- Takes a collaborative role in curating the CRC's collection and system-wide early learning resources that support the efforts of parents, caregivers, and early childhood educators in raising readers;
- Takes a lead role in extensive community outreach, scheduling and delivering early literacy programs, services, and resources to Head Starts, preschools, local schools, and other community partners;
- Conducts or oversees off-site library card registration and provides library materials to designated facilities and locations;
- Develops effective distribution of giveaway books that support early literacy skills and practices for children, parents, and early childhood educators;
- Provides input on and oversees the selection of books, materials, and equipment needed for early literacy programs at the CRC, other library locations, and outreach sites;
- Responsible for leading strategic efforts in early literacy programming and outreach; ensures goals set forth in the Library's Strategic Plan are met, using feedback from library users and establishing programmatic priorities with an equity lens;
- Develops statistical tools and reports; maintains records and statistics for the CRC and system-wide early literacy programs, analyzes data, and prepares year-end and other reports;
- May develop budgets for early literacy programming and track expenditures
- Communicates with other programming librarians, branch staff, managers, and administrators to ensure the success of system-wide early literacy programs;
- Develops and conducts trainings, professional development, and group in-services on early literacy programming basics, best practices, and outcomes-based programming; provides tangible support for high-quality storytimes and other programs delivered at library locations;

- Positively represents the Library to community organizations; may attend community meetings as the library representative and act as a liaison between the Library and other institutions;
- Stays informed about NOPL services and activities;
- Stays involved at local and national levels with professional library associations to remain abreast of trends related to early literacy and early learning;
- Other duties as assigned.

Minimum Qualifications

- A Master's Degree in Library Science from an American Library Association accredited school;
- Four (4) years of full-time professional library experience, which must have been gained after receipt of a Master's Degree in Library Science, one (1) year of which must have been in a supervisory capacity;
- Experience with Early Literacy and outreach;
- Experience with diverse communities, stakeholders, and community organizers;
- Previous public library and customer service experience;
- Experience presenting to an audience;
- Must hold a valid Louisiana Driver's License and be able to travel across the City, often to multiple locations a day and throughout the week;
- Must be able to work nights and weekends.

Preferred Qualifications

- Previous supervisory experience;
- Previous experience planning system-wide library programs;
- Experience with staff development, training, and grant writing;
- Large scale project planning experience.

Knowledge, Skills & Abilities

- Ability to establish and maintain effective working relationships with library users, staff, partners, and members of the community;
- Ability to plan, initiate, develop, and evaluate special library programs and services;
- Ability to manage, direct, and coordinate the work of supervisory, professional, and technical personnel, including CRC staff;
- Ability to select, supervise, train, and evaluate staff; provide administrative and professional leadership and direction, and recommend and implement goals, objectives, and practices for effective and efficient administrative services;
- Advanced knowledge of Polaris and library databases upon training;
- General knowledge of technology trends including mobile devices and social media;
- Ability to assess, organize, and resolve issues and to explain complex procedures to staff with patience, thoroughness, and reinforcement;
- Ability to resolve public concerns and difficulties using tact, courtesy, and good judgment;
- Ability to set priorities and manage multiple priorities as well as schedule own time and that of others;
- Ability to assess community needs and trends, project future demographic changes and resulting needs, and develop long-range strategies for programs;

- Self-motivated worker with outstanding human relations and communication skills, and a positive attitude toward public service work;
- Ability to communicate effectively and professionally, verbally and in writing, with staff and the public;
- Ability to work independently in the absence of supervision;
- Knowledge of computer applications including Microsoft Office.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations must be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, sit, and talk or hear. The employee is required to use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Packing and loading of materials and books will be required;
- Tasks involve lifting and/or moving 15-44 pounds on a regular basis and driving between library sites and outreach locations;
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and visual acuity to read a computer screen and perform various detailed work.

Kind of Examination

Candidate must qualify for the City of New Orleans Librarian III register.

Direct Reports

Children's Resource Center Library staff; Early Literacy Librarian(s), and/or Associates, technical and clerical personnel.