Youth Services Manager

Summary of Job Description

Under the direction of the Library Director, is responsible for providing youth services to the public. Duties include managing the library's youth collection; developing and implementing youth programs and services; providing reference and reader's advisory service; and supervising building conditions and patron situations for safety and risk management concerns. Supervises Patron Services Assistants. Has the ability to effectively work with the general public. Other tasks, projects and duties as assigned. Serves as part of the management team.

Is Manager in Charge in absence of Library Director and Assistant Director

Supervision

Under the supervision of the Library Director

FLSA status

Non-exempt

Duties and Responsibilities

1. Plans, presents, and supervises programs and services
2. Provides reader's advisory and reference assistance
3. Assists patrons in the use of the library and its resources
4. Coordinates library orientations, tours and visits to the library
5. Designs publicity for programs, services, and projects with distribution via social media and other methods
6. Develops library policy and procedures, services, programs and publicity
7. Develops, selects, and manages the collection
8. Maintains a pleasant, inviting environment in the youth area
9. Maintains a supportive and professional relationship with teachers, librarians, and community agencies/organizations
10. Maintains statistical records
11. Manages and coordinates acquisition, cataloging, processing and deselecting of library materials
12. Oversees other staff developing and presenting programs
13. Participates in the preparation of the library's annual budget
14. Responsible for spending applicable portions of the library's budget
15. Performs circulation services
16. Prepares regular reports for Library Director
17. Supervises library areas, activities, and patrons to ensure that patrons are safe and protected from risk situations
18. Supervises staff, volunteers and community service workers
19. Visits schools and other locations to publicize the library's programs and services

20. Writes and administers grants benefiting the library

Necessary Knowledge, Skills, and Abilities

1. Ability to follow common security and safety rules and procedures for patron, library and staff safety
2. Ability to plan and complete work accurately, efficiently, on-time, and independently, exercising initiative and independent judgment
3. Ability to supervise others and maintain effective work relations
4. Ability to develop, plan, organize, perform, and evaluate programs and services
5. Exceptional human relations and communications skills
6. Experience using social media, word processing software, the Internet, general office equipment
7. Experience with customer service practices, strategic planning, staff development, time management, organizational skills, community relations, and publicity techniques
8. Knowledge of evolving trends in library service, specifically those impacting (teens / youth)
9. Knowledge of library sciences including collection development, reader's advisory, cataloging and electronic resources
10. Thorough knowledge of general and library computer, online, and network applications
11. Working knowledge of budgeting procedures

Specific Working Conditions

1. Performed amid normal conditions of dust, odors, fumes and noises in a library environment
2. Able to lift 40 pounds, bend, reach, sit or stand for extended periods of time
3. Sustain posture in a standing or seated position for prolonged periods of time
4. Able to shelve library material
5. Available to work scheduled during days, evenings, and weekends
6. Able to travel to other locations

Minimum Qualifications

Genuine enjoyment of working with a diverse public; enthusiastic, energetic, accurate, and service-orientated; willingness and ability to learn new things; ability to work independently, adapting to a fast-paced work environment; ability to supervise staff and volunteers; computer literate; committed to ongoing professional development; dependable and flexible with regard to hours

Experience working with youth, libraries and program planning required Supervisory and/or management experience desired. Early childhood background or education desired LTA or advanced library degree preferred. Maintain applicable cataloging certification