

## **Youth Services Manager/Librarian (MLIS)**

**Date Prepared:** March 2019

**Reports to:** Director

**Basic Function:** Oversees all aspects of the Youth Services Department.

**Subordinates:** Youth Services Coordinators, Youth Services Assistants, & Youth Services Aides

**Level:** 108 or 110(MLIS)

**Status:** Non-exempt

**Nature and Scope:** This individual manages all aspects of the Youth Services Department by providing guidance and assignments to the Youth Services Coordinators, Youth Services Assistants, and Youth Services Aides; Maintains the children's and teen collections through collection development and weeding; Responsible for managing budgets assigned by Director; Leads youth programming development and assists with program delivery as required; Works with the Director to maintain Youth Services areas of the library. In addition, the Youth Services Manager is trained to work at all public service points.

**Principal Accountabilities:** Orders a variety of formats for the children's and teen areas. Has an awareness of trends, including bestsellers and popular authors. Understands CREW weeding guidelines and weeds the collection accordingly. Leads programming discussions with subordinates and gives constructive feedback. Assists with program implementation as needed. Positively represents the Youth Service Department in the community. Understands the budgets assigned and makes appropriate decisions on expenditures. Individual will assist the Director with the design of the youth service areas. Works at public service points as scheduled.

**Essential Duties of the Position: (other duties appropriate to the classification may be assigned as necessary)**

- Leads discussion and helps plan Youth Services programming
- Schedules Youth Services programming system-wide using appropriate software
- Attends and helps facilitate youth programming as warranted
- Catalogs and processes youth items with an understanding of Dewey Decimal System, Accelerated Reader, and proper age groupings
- Supervises Youth Services Coordinators, Youth Services Assistants, & Youth Services Aides
- Makes decisions on items damaged in the Children's and Teen collections
- Evaluates and determines needs of Youth Service Department
- Works with Director to problem solve areas of the Youth Service Department
- Attends programming meetings
- Leads Youth Services Department meetings
- Collaborates with others in community to benefit youth
- Appears publicly on behalf of the Youth Services Department at speaking engagements
- Leads all aspects of Youth Services Summer Reading Program and solicits donations in a positive and enthusiastic manner
- Thinks outside of the "traditional library" bringing fresh ideas to the Youth Services Department and area

- Leads department in planning displays and decorations in assigned areas
- Practices good budgeting and expenditure decisions
- Reports Youth Services statistics to Director by deadlines
- Is active in community organizations that impact youth in county
- Assists patrons at all public service points

**Acceptable Skills, Knowledge, and Abilities:**

- Knowledge of children's and teen collections with a passion for youth reader's advisory
- Enjoys following youth trends and interests
- Excellent decision-making skills
- Excellent oral and written communication skills; listening and interpersonal skills; organizational skills; public speaking skills
- Expertise in computer and information technology skills
- Familiarity with current technology and library trends
- Ability to plan both short and long term
- Ability to work effectively with other staff
- Ability to work any needed shifts, including evenings and weekends
- Ability to learn library routines, rules, procedures, and policies and apply them, always with a solution-driven and helpful attitude
- Ability to work with the public of all ages, always with courtesy and respect
- Ability to organize
- Ability to manage a budget
- Ability to set, communicate, and enforce deadlines
- Ability to work independently and collaboratively
- Ability to supervise others with enthusiasm and respect
- Neat appearance appropriate for work in a public building
- Ability to lift 30 lbs.
- Four-year degree from an accredited college or university required; Master's in Library and Information Science degree preferred