



## **Position Summary—**

The Youth Services Manager leads the Youth Services Team and advocates for a positive user experience by engaging in conversation with staff and by promoting enriching library programs and services.

## **Essential Duties and Responsibilities—**

- Plans, coordinates, supervises, and evaluates system's services for children, teens, and their caregivers.
- Formulates goals, objectives, and procedures for the youth services department within the scope of the overall policies and goals of the system.
- Works with the Access Team to maintain the children's and teen collection. Provides readers' advisory for juvenile and young adult materials.
- Develops and maintains relationships and partnerships with schools and community organizations.
- Serves as primary contact between the Youth Services Department, the Enrichment team, and the Director.
- Serves as head of the annual Bookworm development team.
- Works occasional weekend and evening hours to conduct library programs.
- Develops programming standards for library system; is a resource for all staff and locations.
- Coordinates with Public Relations team for publicity of youth services and programs.
- Compiles statistics for youth services programs, activities and partnerships.
- Participates in professional organizations and workshops, and keeps informed of current trends and new techniques in youth services.
- Directs youth services staff to ensure all essential tasks are completed.
- Develops leadership opportunities for teens to volunteer and assist in planning programs and services for their peers.
- Speaks to interested groups; promotes library services.
- Answers reference questions in person or by telephone and helps patrons locate library materials. Instructs patrons in the use of basic reference tools, both print and electronic.
- Works in public service areas as assigned.
- Performs related duties as required.

## **Minimum Qualifications—**

- Master's degree in library and information science from an ALA-accredited school; or, enrollment in an ALA-accredited library school with an anticipated completion date.
- Two years of professional experience working with children.
- Demonstrated ability to plan work and supervise personnel.
- Knowledge of library terminology, equipment, techniques, and procedures.
- Demonstrated knowledge of children's and teen literature, social media, and related materials.
- Demonstrated ability to develop appropriate programs for children and teens.
- Valid driver's license and proof of insurance.
- Ability to lift 35 lb., push a loaded book truck, and reach to select library materials on top and bottom shelves.

**Interaction—**

- Interaction with staff, patrons, community partners, agencies and vendors.

**Computer/Technology Skills/Equipment/Software Skills—**

- The following is the common technology used in this position and is not all inclusive: Outlook, data entry, electronic resources, SirsiDynix ILS, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Intranet (StaffNet), Internet (www.CRCPL.org), and other library-related software applications.

**Supervisory/Management Responsibility—**

- Participates in hiring, training, supervising, and evaluating staff up to grade 4 as assigned.

**Travel Requirements—**

- Frequency of travel: Occasional.

**Physical Demands—**

- Nature of work requires an ability to effectively communicate and exchange information, collect, compile and prepare work documents operating standard business office equipment.
- Occasional travel by automobile is required for position responsibilities and/or training.
- Manual dexterity and physical ability to perform tasks. (i.e. repeated lifting up to 35 lbs., continual standing, reaching, bending, and walking).

**Work Environment—**

- Majority of the work performed in a general office/library environment.
- Requires availability for extended or nontraditional hours as needed to perform job duties.
- Requires periodic participation and attendance at related library events and training.

**Disclaimer—**

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

# SERVICES CHART

