

Leavenworth Public Library
Job Description
March 14, 2022

JOB TITLE

Youth Services Manager

SUMMARY

Under the supervision of the Library Director, this employee will administer the library's services and programs for patrons from birth to age eighteen. This includes planning and developing programs and services, developing and maintaining the library's youth collections and promoting these within the community, supervision of Youth Services program and outreach staff, budget responsibilities, and short- and long-range planning for the department. This is a full-time, exempt position.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Collection development and management through regular evaluation of youth collections; statistical study of collections; purchasing new material, replace, discard and/or repair material according to approved policy.
- Allocate the youth materials and program budgets, ensure spending and purchases are within budget limits.
- Oversee and assist the Youth Services programming and outreach staff with planning and coordinating all programming for youth patrons, present youth programs in person and virtual.
- Coordinate with marketing department to provide content for the Library's website, social media and newsletters on a regular basis focused on youth collections, programs and services.
- Apply building-wide policies and procedures, including security and/or maintenance in coordination with Director and Assistant Director.
- Collaborate with local schools and community agencies that support children and their families to develop outreach and other programs and service partnerships.
- Provide monthly and annual reports and statistics to the Director.
- Serve on the Administrative Team.
- Research and recommend library policy changes particularly relating to youth services, to the Administrative Team.
- Develop appropriate new services and programs in coordination with Administrative Team.
- Other duties as assigned.

SUPERVISORY/ADMINISTRATIVE RESPONSIBILITIES

- Manage communication and interaction between Youth Services program and outreach staff and patrons to provide quality, responsive patron services in person and over the telephone.
- Hire, train, supervise and evaluate Youth Services program and outreach staff.
- Schedule Youth Service program and outreach staff to meet library and public service needs.
- Assist Patron Experience Coordinator in providing quality public service at Youth Services circulation desks.
- Acquire, practice and share full competence with library technologies, procedures and policies.
- Communicate with all library departments to provide timely, accurate information.
- Monitor patron activities in the library, handling problems as they occur.
- Coordinate with Program/Marketing Coordinator to solicit donations to support Youth Services activities.
- Coordinate strategic publicity for Youth Services activities with the Program/Marketing Coordinator.
- Establish department priorities based on the Library's Mission and Strategic Plan.
- Participate in library-wide planning as a member of the Administrative Team.
- Oversee the Library staff, facility and users in absence of the Director and Assistant Director.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of current trends in child development and children's literature.
- Full competence with Integrated Library System (ILS), consortium resource sharing policies and procedures and library digital content.
- Knowledge and support of library principles, intellectual freedom, ALA Code of Ethics.
- Apply library standards, policies and procedures consistently.
- Understand how to compile and analyze data to develop and improve youth services, programs and collections.
- High quality communication skills, written and oral.
- Operating technology: Microsoft Office suite and Google Drive, copiers, scanners, printers and other essential library technology.
- Maintain effective working relationships with staff, other departments, administrators, vendors, government officials and the public.
- Prioritize and delegate work, handle multiple responsibilities and interruptions.
- Ability to make decisions, act and think under pressure.

EDUCATION, EXPERIENCE, AND TRAINING

Master's Degree in Library Science degree required. Previous public library experience serving youth or experience in a youth education/services/programming setting is required. Previous supervisory experience preferred. Proficiency in Microsoft Office suite and Google Drive and basic computer troubleshooting. Familiarity with the staff/public client of an Integrated Library System (ILS), websites and social media is required. Proficiency with office equipment, such as copier, printer, fax and telephone required.

TRANSPORTATION AND COMMUNICATION REQUIREMENTS

Must have reliable transportation and acceptable motor vehicle record as job entails travel for professional development, outreach to child care providers, schools and other locations. Must have reliable phone for possible use during outreach visits and to contact staff.

PHYSICAL REQUIREMENTS

- Talking, expressing or exchanging information by means of the spoken word; spoken information must be conveyed to supervisor and coworkers accurately.
- Hearing, perceiving the nature of sounds at normal speaking levels with or without correction; ability to receive detailed information through oral communication and making discriminations in sound.
- Visual acuity to perform activities such as: preparing and analyzing data; viewing a computer terminal; extensive reading; visual inspection of materials, operating computers, copier, printers, scanners.
- Standing by remaining upright on the feet, particularly for sustained periods of time.
- Walking, moving feet to accomplish tasks, move about within shelving, desks, chairs, workstations, carts.
- Balancing, maintaining body equilibrium to prevent falling when walking, standing, pushing, pulling, moving, carrying objects.
- Ability to adjust, move or push objects up to 50 pounds in all directions.
- Pushing and pulling, using upper extremities to exert force on or against something with sustained motion.
- Bending body downward and forward by bending spine at the waist. Kneeling, bending legs at knees and ability to come to rest on knee or knees.
- Lifting, raising object(s) from a lower to a higher position, or vice versa; moving objects horizontally; shifting material within, onto and off shelves, carts, desks, bins.
- Reaching by extending hands and arms in any direction.

- Using hands/fingers to handle or feel, manipulate and grasp objects, typing; constantly operates a computer and other office technology. Feeling, perceiving attributes of objects such as size, shape or texture by touching with fingers.
- Ability to ascend and descend stairs, using feet and legs and/or hands arms.
- Repeating motions that include the wrists, hands and/or fingers.
- Frequently work is in narrow aisles, between shelves, computers, desk and chairs.
- Exposed to inside and outside environmental and atmospheric conditions.
- Work schedule, including evening and weekend hours, will be regular but may vary as needed to ensure patron services are prioritized.
- Some travel to workshops or meetings.

Employees of the Leavenworth Public Library are “employees at will.” *Personnel Policy, section 1*

Employee Signature _____ Date _____

Job descriptions are meant to be general guidelines of the duties and responsibilities of the job and are not intended to list every possible task an employee may be called upon to perform.