

## **Sugar Grove Public Library District**

### **JOB DESCRIPTION**

**Position Title: Youth Services Manager**

Supervisor Title: Director

FLSA Status: Non-Exempt

**SUMMARY DESCRIPTION**

A department head position and key management role responsible for programming, reference, readers' advisory, and collection development for children ages 0 – 12 and their caregivers. Presents and coordinates library sponsored learning experiences for children, families, and the community. Supervises a staff of two -three employees, children's department volunteers, and serves as Person in Charge. Utilizes data and reports to demonstrate value of services.

**DUTIES AND RESPONSIBILITIES**

1. Develop and implement a programming plan for the Youth Services Department.
2. Serves as Person-in-Charge of the building at designated times, including an assigned evening and weekend rotation.
3. Develops and conducts storytimes, book discussions, clubs, or other programs to children, their caregivers, and educators, both inside and outside of the library.
4. Coordinates with Adult & Teen Services Department for programs and services for middle-schoolers as needed and family programs as needed.
5. Promotes interest and use of the collection and services within the library utilizing a variety of methods including assembling displays, bulletin boards, and signage; and creating print and online bibliographies.
6. Provides reference and reader's advisory to departmental patrons. Utilizes library technology including on-line databases and the Internet, as well as traditional library resources, in answering patron queries. Instructs and guides patrons in the use of library resources.
7. Solicits, schedules, develops, and conducts visits to schools, preschools, and community organizations to provide information on the services and resources of the library and engages these groups in the collaborative use of library services and programs.
8. Maintains collaborative working relationship with key individuals in schools, preschool programs and organizations to identify ongoing needs and enhance library services offered. Arranges visits and tours for school and community groups.
9. Selects, replaces, and weeds materials in designated collection areas using a variety of review sources. Coordinates the department's efforts to support the local school curriculum with nonfiction, reference, and textbook collections.
10. Creates promotional material to connect youth patrons and their families with our services.
11. Engages in self-directed professional development appropriate to Youth Services, including reviewing current professional journals, attending professional workshops and meetings; and communicating with peers in other library settings. Maintains an awareness of current library trends and issues.

12. Other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

1. Extensive knowledge of children's literature (including age-appropriate materials), reference resources, and use of technology.
2. Extensive reading background in a variety of genres and subject areas.
3. Ability and enthusiasm to engage children and interact with their parents and caregivers.
4. Ability to learn new skills and concepts, and to effectively communicate this knowledge to staff and patrons.
5. Ability to work collaboratively with external groups and organizations.
6. Ability to speak confidently in front of groups.
7. Working knowledge of Windows operating system and Microsoft Office suite.
8. Ability to use good judgment in relation to library policies applied to the public.
9. Ability to exercise initiative and to make independent decisions.
10. Ability to exercise tact and decisiveness in a pleasant manner when dealing with patrons.
11. Ability to organize work.
12. Ability to work collaboratively with others.
13. Ability to communicate effectively in English, both orally and in writing.

**PHYSICAL REQUIREMENTS**

1. Ability to perform repetitive hand, wrist, and shoulder movements
2. Ability to stoop, bend, and stretch
3. Ability to stand and walk for sustained periods of time (15 minutes or more).
4. Must be able to communicate orally and in writing with patrons and other staff members, and both give and receive detailed information through oral and written communication
5. Must be able to raise objects, such as books, from a lower to a higher position, and horizontally from one position to another
6. Must be able to move a loaded book cart, which can weigh 100 lbs
7. Ability to lift at least 30 lbs
8. Visual acuity to read fine print, numbers, and color
9. Aural acuity sufficient to understand speech in person and by telephone
10. Verbal acuity sufficient to speak

**OTHER ESSENTIAL JOB REQUIREMENTS**

Must be able to drive, hold a valid driver's license, and have access to reliable transportation.

**QUALIFICATIONS:**

MLIS Required. A minimum of 5 years of work experience in public libraries or education preferred.

*Reasonable job accommodations may be made to meet the physical requirements of the position*