

Position Description - Manager

Title:	Youth Services Manager
Department:	Youth Services
FLSA Status:	Nonexempt
Employment Status:	Full time
Classification:	Manager
Supervisor's Title:	Assistant Director
Positions Supervised:	Youth Services Librarian, Youth Services Specialist
Fiscal Responsibility:	No
Last Revision:	September 2024

GENERAL SUMMARY

The Youth Services Manager oversees and directs the Youth Services department.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of effective supervisory methods and techniques.
2. Knowledge of principles and practices of library science.
3. Knowledge of developmentally appropriate literature, reference, informational, and other library materials, technology, programming, and services.
4. Knowledge of child development and current teaching standards.
5. Knowledge of America Library Association's [ALA] Every Child Ready to Read.
6. Knowledge of best practices in collection development that fosters balanced, diverse, and inclusive collections, proper budgetary management, and related topics.
7. Skill in customer service.
8. Skill in public speaking and delivering educational and informational presentations.
9. Ability to plan and conduct programs for the department's audiences.
10. Ability to work independently and with co-workers in a wide variety of situations with minimal supervision.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Maintains respect for confidential information at all times.
2. Supervises employees, provides direction, coaches, trains, mentors, and manages performance to organization goals and expectations.
3. Assists with the interviewing process and makes hiring recommendations.
4. Adds value as a key member of management; understands the organization, financials, industry, customers, and strategy.
5. Collaborates with the management team to ensure daily staffing needs are met.



6. Manages assigned budgets and/or resources effectively and efficiently; knows and understands organization's financial position.
7. Manages vendors and outside service providers effectively; sets expectations and holds them accountable, as needed.
8. Oversees collection development of the Library's materials for the Youth Services department.
9. Oversees and participates in the development, scheduling, and presentation of department and outreach programming.
10. Fulfills requirements to maintain certifications for licensed initiatives (i.e. Family Place Library, snack program, etc.).
11. Serves as liaison to schools, preschools, home school associations, other educational agencies that work directly with children within the Library's service area.
12. Schedules and attends community outreach events and activities.
13. Conducts Library and Museum tours for individuals, school groups, home school families, and youth organizations within the Library's service area.
14. Oversees the preparation of Youth Services statistics and reports.
15. Writes grant proposals for department initiatives.
16. Provides content for marketing of the Library's Youth materials, programming, and services.
17. Provides reference services to individuals, groups, and agencies within the Library system.
18. Keeps informed of developments and participates in activities of professional organizations.
19. Performs light housekeeping as necessary to maintain a clean and safe environment.
20. Serves as Library Building Supervisor in charge as assigned.
21. Supports the vision, advances the mission, and embodies the core values of **Integrity, Equality, Service, Innovation, and Teamwork** of the Sandusky Library.
22. Complies with Sandusky Library's policies, rules, guidelines, procedures, requirements, standards, and practices applicable to the position, including [but not limited to] work scheduling and attendance, customer service, use of Library property, technology use, personal conduct, and confidentiality.
23. Other duties as assigned.

POSITION QUALIFICATIONS

- Education: Master's degree in Library and Information Science is preferred.
- Certifications or licensure: Family Place Library certification is preferred.
- Years of relevant experience: Five or more years is required.
- Years of experience supervising: Two or more years is required.
- A valid driver's license, automobile insurance, and reliable personal transportation is required.

COMPETENCIES – MANAGERS

<ol style="list-style-type: none"> 1. Adaptability 2. Communication 3. Customer service 4. Innovative 5. Leadership 6. Patron awareness 	<ol style="list-style-type: none"> 7. Organized 8. Problem solving 9. Project management 10. Strategic planning 11. Teamwork
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PHYSICAL DEMANDS AND WORKING CONDITIONS

1. The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which includes the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations.
2. The noise level in the work environment is usually quiet.
3. This position is performed in an office setting although off-site meetings in various settings occur.
4. Lifting light objects up to 50 pounds and carrying them short distances [50 feet or less] is required. Pushing carts of library materials up to 150 pounds is required.
5. Working irregular hours, including evenings and weekends, is required.
6. Some local travel by personal automobile is required. Occasional overnight travel may be required.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description. Reasonable accommodations will be made for persons with disabilities covered by the Americans with Disability Act [ADA] in accordance with its requirements.