

Children and Youth Services Manager

New London Public Library

Full time exempt

Organizational Relationship:

Reports to:

Library Director and Local Schools Superintendent and/or his/her designee

Supervises:

Clerk I and Assistants

Overview:

The Children and Youth Services Manager will oversee library children & youth services in the public library and local school district and supervise library staff within the department. Actively works with the Director and Superintendent of New London Local School District or his/her designee. Acts as supervisor-in-charge in the absence of the Director.

Required Education/Experience:

Masters in Library and Information services degree from an ALA-accredited institution with School Media Specialist certification, or currently enrolled in a Library and Information Services program with coursework in youth services, or experience working with children in a professional setting. Preference for experience in a public library setting and/or managing people.

Required Knowledge:

- Solid knowledge of children's and youth literature and current trends in library services for children ages 0-17 and the adults who work with children
- Excellent knowledge of social media and emerging technologies
- Proficient with computer applications

Required Skills:

- Self-motivation and ability to motivate staff
- Ability to prioritize varied tasks
- Ability to supervise others and to act independently
- Ability to effectively network and represent the library to children, parents, educators, business and community leaders
- Willingness to travel to trainings and meetings
- Possess and maintain an Ohio Driver's License in good standing

Responsibilities:

- Oversees the public library's children and youth services; serves as a resource for local school district's library and information literacy services
- Coaches and mentors staff; delegates responsibility appropriately
- Administers the children and youth department budget; identifies sources of funding and writes effective grant applications related to children's materials and services
- Represents the library and children and youth services in the community; develops cooperative relationships, forges partnerships and actively networks in the community; especially in the local school district
- Makes recommendations for collection development and coordinates creative marketing of the collections and resources
- Plans and directs departmental programming in conjunction with administrative goals and objectives, sound child development principles, current educational practices, emerging technologies and popular youth trends
- Establishes programs and services for parents, educators, agencies and other professionals who work with children in the community
- Evaluates services, recommends policies, establishes goals, plans improvements and delegates duties to achieve goals
- Provides input to the library and local school districts management team regarding youth services and advocates for a child's right to access library materials and services
- Demonstrates a positive attitude and supports library and school goals and objectives

Typical Duties:

- All of the duties outlined in the Library Clerk I's job description and in addition:
- Acts in the absence of the Director
- Plans and implements library programs for children including story times
- Supervises the planning and presentation of children and young adult programs
- Interprets library policy when serving as building supervisor
- Attends meetings and training opportunities as appropriate
- Serves on interview team with Director
- Performs other duties as assigned