

Youth Services Manager position opening Twinsburg Public Library.

The Youth Services Manager at the Twinsburg Public Library manages, leads and guides a department of enthusiastic, creative, busy and dedicated staff in the Children's, Tween and Teen Services Departments. Successful candidates are leaders; self-motivated; problem solving; detail oriented and able to communicate well with school officials and teachers, parents, teens/tweens, children and co-workers. Oversees collection development, scheduling, story-time curriculum and acts as part of the outreach team. Twenty-five percent of time is spent in public service through story times or at information desk. Focus on the mission of the library and community standards and expectations is the most important asset of the new Youth Services Manager.

The Twinsburg City School District made up of the City of Twinsburg, Reminderville and Twinsburg Township is diverse, especially in terms of socioeconomics and ethnicity. The Library strives to foster a tradition of empathy, diversity, equity, inclusion, and accessibility.

Please send resume including three references, a letter of interest, and application (found at www.twinsburglibrary.org/jobs) to resume@twinsburglibrary.org.

Applications will be reviewed as received; the position will be open until filled.

Laura Leonard, Executive Director, Twinsburg Public Library 10050 Ravenna Road, Twinsburg, OH 44087

Status: Full Time 37.5 hours a week. Evenings (2 x week) and rotating weekends required.

Salary: \$48,000-\$60,000 annually depending on experience and qualifications.

Benefits: Ten paid holidays, vacation and sick leave; Ohio Public Employees Retirement System; health and life insurance; option to participate in Ohio Deferred Compensation and AFLAC; paid OLC membership and strong commitment to professional development.

Qualifications: Master's in Information and Library Science or MLS, and a minimum of three years responsible experience as a professional librarian in youth services, including at least one year in a supervisory capacity.

Required Knowledge: Solid knowledge of youth literature and current trends in library services for children ages 0-18; their parents and adults who work with children. Excellent knowledge of childhood development and social and emotional needs. Knowledge of supervisory methods, including work delegation, scheduling, evaluating performance and maintaining morale.

Required Skills: Technology including use of eBook collections; databases; library's web catalog; posting to website and blogs; Microsoft products including Excel. Implementing budgets and departmental strategic plan; ability to effectively network and represent the library to community stakeholders.

A more complete description can be found at www.twinsburglibrary.org/jobs

Job Title: Youth Services Manger
Job Category: Full Time (37.5 hours), Non-exempt
Department: Youth Services
Salary: \$48,000-\$60,000
Submit Application: Email: resume@twinsburglibrary.org
Fax: (330) 425-3622
Mail: Twinsburg Public Library
Attn: Laura Leonard
10050 Ravenna Road
Twinsburg, OH 44087

ROLES AND RESPONSIBILITIES

- Supervises and guides staff of Youth Services (children, Tween and Teen.)

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Serve as member of Library Administrative Team. Supervisor in charge in absence of administration.
- Directly supervise all department staff. Carry out responsibilities in accordance with the organization's policies and applicable laws.
- Interviewing, hiring and training employees.
- Planning, assigning and directing work, including programming; book discussions; special projects.
- Appraising performance, correcting poor performance, addressing complaints and solving problems.
- Schedule department personnel, coordinating with other departments. Use available training and development resources to improve own and subordinates' skills and abilities.
- Organize and conduct department meetings.
- Create and change procedures and propose policies for the department as the need arises.
- Assist customers in locating and using library materials.
- Select electronic and print materials for adult collection. Oversee Youth Services supply, programming and collection development budgets.
- Oversee Youth Programming
- Generate and analyze statistics to aid in the improvement of youth services.
- Required to work two nights and as part of weekend rotation.
- Maintains customer service as priority for department and continues to build team concept.
- Retrieve and deliver information, accurately and in a timely fashion. Provides resources to customers as quickly as possible. Refer customers to another person or agency when appropriate
- Maintain a current and collection of print and electronic information resources.
- Materials on shelves are current, attractive, available at various reading levels, and easily accessible to staff and customers.
- Proposes policy changes when needed.
- Meets annual departmental goals. Formulates long-range goals for the department annually. Creates, changes, and implements procedures in the department as the need arises.
- Subordinates are guided in reaching goals. Performance is documented and staff is evaluated objectively and constructively, and in a timely manner.
- Actively coordinates with other departments.

- Coordinate program planning with schools and parks and recreation department.
- Attends at least two professional meetings and workshops per year, as budget allows.
- Prepares reports for Library Director and Board of Trustees.
- Maintains awareness of trends in youth services and issues affecting youth and parents.
- Advocate for youth and families.

MINIMUM REQUIREMENTS

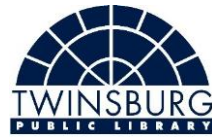
- Master's in Information and Library Science or MLS, and a minimum of three years responsible experience as a professional librarian in youth services, including one year in a supervisory capacity.

CONDITIONS AT WORK

- Fast paced environment that may require handling difficult customer service situations.
- Job is primarily performed in doors in a typical customer service setting and involves frequent close work including use of a PC monitor. Public Service employees, especially the supervisor, is required to interact frequently with customers and staff, and is often engaged with upset or unpleasant customers. Working with the public in particular young patrons and their parents can be demanding and stressful.
- Employee may be scheduled to work evening and weekend hours, including Sundays; schedules may be altered depending on the needs of the library.
- While performing the duties of this job, the employee is occasionally required to sit, use hands to, handle, or feel and talk or hear. The employee is frequently required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee is frequently required to lift or push up to 50 pounds. The vision requirements include close vision, peripheral vision, depth perception and ability to adjust focus.

KNOWLEDGE AND SKILLS

- Experience and comfort working with all ages, especially children 0-17.
- Experience and comfort working with parents and caregivers of children.
- Knowledge of and familiarity with children's literature, high interest areas and current trends in popular culture and education. Knowledge of youth materials in all media and formats.
- Knowledge of stages of growth and development of children.
- Knowledge of library practices in regard to confidentiality, privacy, equal access.
- Knowledge of the principals of library administration, including collection development, planning, coordination and budgeting.
- Knowledge of supervisory methods, including work delegation, scheduling, evaluating performance and maintaining morale.
- Strong and proven customer service skills.
- Ability to function as part of a team.
- Initiative and creativity
- Ability to communicate in English, both in written and verbal formats.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.



- Knowledge of computers and electronic reference sources, including Microsoft Word, Excel, the Internet, e-mail, order processing, inventory, and database software. Library automation software.
- Assisting in-house users effectively on library equipment or theirs
- Familiarity with eBook collections; Familiarity with databases; Using the library's website: Using the library's web catalog
- Word processing software, spreadsheet software, presentation software
- Use of printers, desktop PC, tablets, e-readers, laptops and apps.
- Flexibility of schedule.
- Ability to inspire and motivate employees; discourage negativity build team concept.
- Willingness to accept change as the library progresses toward a more customer service-oriented model.
- Ability to practice professional discretion.
- Willingness to be part of administrative team, which occasionally requires the support of unpopular decisions.
- Remain calm in the face of adversity and confrontation.
- Make written and/or oral presentations to Board of Trustees at monthly meeting if necessary.
- Ability to work as part of a team and take direction from administration and other supervisors in charge.

I have read and understand this job description and acknowledge that it does not constitute a contract.	
Signature _____	Date _____