Job Title: Youth Services Manager

Schedule: Salaried full time at 40 hours per week including days, evenings, and weekend hours as needed.
Starting Pay Range: $35,000- $45,000

Minimum Qualifications: M.L.S. or M.L.I.S from an ALA-accredited program is preferred. Experience working with youth. Must be able to work evenings and weekends. Must possess driver’s license and access to reliable transportation.

Required Knowledge, Skills and Abilities:
- Demonstrates and interest in and a genuine desire to serve children, young adults, and adults.
- Must know professional library principles, methods, techniques, and procedures.
- Maintains a working knowledge of the material collections, services available, and trends in library services to people of all ages, especially children and young adults.
- Demonstrates knowledge of computers, the Internet, and online catalogs and databases.
- Demonstrates proven ability to direct and motivate others in an effective, professional matter.
- Exhibits excellent oral and written communication skills
- Possess excellent public relations skills in interacting with library patrons and community organizations
- Demonstrates a commitment to public service and a positive record of customer service while following the library’s policies and procedures
- Maintains contact with and provides services to local organizations and educations groups serving children and young adults.

Essential Functions:
- Plans, executes, and or supervises programs for children, young adults, and parents throughout the Library’s service area
- Evaluates, selects, and orders books and other materials for children and young adults appropriate for their educational, cultural, and recreational needs
- Instructs and assists children and young adults in locating books and materials and in the use of the online catalog and computers
- Evaluates and removes books and other materials which need to be cleaned, rebound, or replaced.
- Develops and presents programs to promote library use
- Handles all aspects of the library’s Summer Reading Program for the youth.
- Updates Library social media outlets of upcoming programing and events
- Maintaining confidentiality of all customer records and transactions
- Other duties as assigned and directed

Physical Demands:
- Ability to read both print and computer screen lettering
- Manipulates stacks of books and similar materials weighing up to 25 pounds and loaded book carts weighing up to 50 pounds
- Demonstrates ability to stoop and bend, and to stand for extended periods of time