



Children's Department Manager

Children's - Warren, Ohio

Join Our Team as a Full-Time **Children's Department Manager** at the **Warren-Trumbull County Public Library**! Are you passionate about fostering a love for reading and learning in children? Do you have a knack for creating engaging and educational programs? If so, we want you to join our team as the **Children's Department Manager**!

Warren-Trumbull County Public Library is a vibrant community center dedicated to providing access to knowledge, fostering literacy, and promoting lifelong learning. Our Children's Department is a cornerstone of our library, offering a wide range of resources, programs, and services tailored to children (ages 0 - 12).

ESSENTIAL DUTIES

- Develops and maintains an effective team of employees at the Warren library location through hiring, training, evaluating, and scheduling department personnel; Provides support as needed to Branch and Department managers in the training of Children's Librarians at locations system-wide.
- Develops and updates overall plan of children's services for the library. Plans and implements new services and programs as appropriate. Establishes departmental operating procedures.
- Coordinates the planning and facilitation of children's programming at any W-TCPL locations where there are no dedicated children's services personnel on staff.
- Develops and maintains Warren's children's (ages 0 - 12) materials collections with assistance of children's department personnel within the allocated budget.
- Gathers and monitors usage statistics to determine annual budget allocations at Warren and monitors spending in these areas.
- In cooperation with the Community Engagement Manager, other Children's Department staff and the Teen Department Manager, establishes and maintains working relationships with schools, child care providers, home school parents, businesses, social services, and other agencies which impact upon the library's youth clientele.
- Oversees and provides public services to customers including reference and readers advisory.
- Integrates ECRR program principles into pre-K activities system-wide.
- Prepares displays, website content, bibliographies, fliers, and brochures and coordinates youth services publicity in cooperation with Public Relations Department.

QUALIFICATIONS/REQUIREMENTS

A Masters in Library & Information Science degree from an ALA-accredited program and 5 or more years of professional (post-MLS) experience in children's services is required. At least 2 years supervisory experience is required. Positive record of accomplishment. Knowledge and experience in using computers and various software programs to include the Internet and online databases. Must possess a valid driver's license.

Previous experience working with children and families in a library or educational setting. Strong knowledge of children's literature and literacy development. Familiarity with programs and services for children. Excellent communication, interpersonal, and customer service skills. Ability to work collaboratively in a team environment and independently manage projects.

BENEFITS

- Retirement Plan: OPERS- Mandatory 10% employee contribution, 14% employer contribution
- Health Insurance with employer contribution to HSA
- Life Insurance
- 13 Paid Holidays
- PTO Plan
- Employee Assistance Program
- Professional development opportunities

Join us in making a difference in the lives of children and families in our community! Apply today and help us inspire a lifelong love of reading and learning.

HOW TO APPLY:

Interested candidates should submit a resume, cover letter, and contact information for three professional references when applying online.

Apply online directly through the Library's careers website, <https://wtcpl.bamboohr.com/careers>.

Position will be open until filled.