

**CAROLINE COUNTY PUBLIC LIBRARY
YOUTH SERVICES MANAGER JOB DESCRIPTION**

POSITION TITLE: Librarian I - Youth Services Manager

GRADE: 6

FAIR LABOR STANDARDS ACT STATUS: Exempt

REPORTS TO: Central Branch Manager

HOURS & DAYS OF DUTY: Full-time, 37.5 hours per week. Regular schedule includes daytime, evening, and rotating Saturdays.

JOB SUMMARY: This is a library manager position overseeing the Youth Services Department of the Caroline County Public Library. The purpose of this position is to provide library services to youth, to their families, and to adults working with youth; promote love of literature; encourage engagement in STEAM learning; and to promote information literacy for youth.

JOB STANDARDS:

- Promotes and maintains the library's Mission.
- Demonstrates knowledge of established library policies and procedures and the ability to enforce them, referring unusual situations to supervisor or administration.
- Maintains confidentiality according to library policy.
- Regularly and punctually reports to the assigned location.
- Demonstrates neatness, accuracy, thoroughness, and general effectiveness of work produced.
- Demonstrates personal responsibility for learning and growth through participating in training programs and workshops in line with agreed upon learning plan.

ESSENTIAL FUNCTIONS:

- Provides frontline customer service at all three(3) CCPL locations
- Provides detailed reference and referral services
- Assists with collection maintenance, including shelving, shelf reading, and weeding
- Assists customers with computers and other equipment
- Educates customers on library technology, resources, and services
- Assists with opening and closing procedures
- Performs other duties as assigned

YOUTH SERVICES MANAGER:

- Contributes to and helps implement the Library's Strategic Plan.
- Works with administration and other managers to develop and implement department or branch goals within overall system goals.
- Oversees all aspects of collection development and maintenance of the Youth collections, including Easy, Juvenile, and YA collections.
- Coordinates outreach programs with appropriate institutions and community organizations.
- Supervises and trains staff members as applicable.
- Develops, implements, oversees, and evaluates all programming and services (including virtual programming) for children and young adults (infants to 17 year olds); and

families;

- Assists in maintaining a safe, friendly and welcoming library environment, with particular attention to maintaining accessible, youth-friendly children's and young adult sections within all library locations;
- Works with community and youth liaisons to improve and promote library programming;
- Prepares and presents story-times and other children's and young adult programming as needed
- Attends workshops and training for continuing education;
- Instructs customers in and enforces Library rules and policies;
- Recommends policies and procedures affecting the delivery of children's and teen programs and services and coordinates the development and distribution of same;
- Interprets circulation and program attendance reports as needed, including monitoring and reporting Summer Reading statistics to the state;
- Oversees the development of the Summer Reading Programming;
- Manages the CCPL Dolly Parton Imagination Library (DPIL) account: drives registration for Dolly Parton's Imagination Library, manages registrations, coordinates with local affiliates, and promotes the program to families.
- Represents the library at statewide Youth Coordinators Meetings and Serves as liaison with local public schools and agencies serving youth, including the Caroline Early Learning Advisory Council, Judy Center, Early Head Start, Head Start and Recreation and Parks;
- Creates and provides appropriate staff training and development related to children's and teen services;
- Writes grants for public and nonprofit funding and seeks corporate sponsorship to help fund programs and services for children, youth, and families.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Able to work independently.
- Able to function as a lead worker and provide guidance and/or training to other staff members.
- Meets all reference competencies.
- Meets core technology competencies.
- Meets circulation competencies.
- Meets core library equipment/machines competencies.
- Meets core ILL (Marina) competencies.
- Meets Safety Competencies.
- Demonstrates strong communication and interpersonal skills.
- Demonstrates decision-making and problem solving skills with emphasis on personal responsibility and willingness to deal with issues at hand.
- Demonstrates good knowledge of volunteer handbook and related competencies.
- Ability to follow directions and complete tasks in a timely fashion.

ADDITIONAL REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Meets all Youth Services competencies.
- Demonstrates good knowledge of established practices and procedures in the technical services department/area.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

- Master's Degree in Library Science from ALA accredited institution.

REQUIRED LICENSES AND CERTIFICATES:

- Advanced professional certificate as Public Librarian.
- Maryland Class "C" driver's license or an equivalent from another state.

DESIRABLE ADDITIONAL QUALIFICATIONS:

- Two years of experience in a public library.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

- Requires sitting, standing and walking for extended periods of time.
- Requires reaching, bending, and carrying light to moderate loads up to 20 lbs.
- Requires ability to move about the library to help customers.
- Requires ability to operate a keyboard and view a computer monitor.
- Requires ability to communicate using a telephone.
- Requires ability to push/pull rolling book carts.
- Work is conducted in a normal office setting which provides comfortable lighting, temperature and air conditioning.
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe workplace practices with office equipment, and/or avoidance of trips and falls, observance of fire regulations and traffic signals.

NOTE:

- Certain conditions, e.g. economic constraints or staffing patterns, may necessitate change in job description.
- The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.