

## Youth Services Manager

### NATURE OF WORK

Responsible for the day to day management of the Children's Library and Teen Areas under the supervision of the Library Director. Develops the collection, programming, policies and services (including outreach) for children and teens to meet the community's needs.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises the library personnel in the absence of the Library Director and Assistant Library Director
- Assists with administrative support of the library
- Collection management for assigned areas
- Supervises full or part time personnel or volunteers in Children's and Teen areas
- Works with youth and teen materials; acquiring, classifying and cataloging
- Keeps youth and teen collections in good condition by selecting new materials and weeding on regular basis
- Orients youth and teen groups, community groups and individuals in use of the library and library services
- Conducts youth and teen programs
- Provides youth and teen reference and readers' advisory service
- Assists with all educational and recreational programs of the library
- Attends library workshops and conventions
- Assists in all other departments of the library as assigned

### KNOWLEDGE, SKILLS AND ABILITIES

- Ability to deal with co-workers and the public, adult, youth and teens, with courtesy and tact
- Ability to manage budgets and material collections
- Research and organizational skills
- Analytical and problem solving skills
- Decision making skills
- Effective written communication skills
- Computer skills including the ability to operate library catalog, spreadsheets, word-processing, email, database and conduct Internet research
- Time management skills
- Ability to push heavy book carts, lifting, reaching, standing and walking
- A broad understanding of library services and knowledge of library methods and procedures
- Sufficient knowledge to perform a variety of routine manual tasks in the care of the building and office equipment
- Ability to attend training sessions and meetings
- Ability to obtain Nebraska Public Library Certification within the first three years of employment and maintain accreditation every three years

### TRAINING AND EXPERIENCE

Bachelor's degree required. Master's in Library Science or related field preferred. Three years of library or related field experience is requested.

12/21/18

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