

Fox River Valley Public Library District
Job Description

Job Title: <i>Youth Services Manager</i>	Grade: 11	
Department: <i>Youth Services</i>		
Primary Location: <i>Dundee Library</i>		
Reports To: <i>Deputy Director</i>		
Education and Experience Required: <i>MLS from an ALA accredited school; Minimum of 3 years professional public library service including supervisory experience, collection development, programming, and outreach</i>	Type of Position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Volunteer	Hours: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
General Description: <i>Under the direction of the Library Director and the Deputy Director, with latitude for independent judgment and decision making, is responsible for overseeing all operations of the Youth Services Department and coordinating those operations with the Branch. Responsible for setting a positive, customer-focused tone for the department.</i>		
Essential Functions of the job: <ul style="list-style-type: none"> • <i>Responsible for training, supervising, scheduling, evaluating and developing staff</i> • <i>Supervises the planning and implementation of children’s program throughout the district</i> • <i>Builds on current plans for the department including programs, services, staff and budget</i> • <i>Supervises collection development and maintenance for assigned areas</i> • <i>Supervises departmental training for staff, patrons and groups</i> • <i>Develops and implements department procedures in compliance with district policies and procedures</i> • <i>Recommends annual goals and objectives for the department</i> • <i>Provides information, reader’s advisory ,and reference services for children and adults</i> • <i>Provides instruction on computer use, reference sources and library use to individuals and groups</i> • <i>Participates in the hiring of staff members</i> • <i>Assigns tasks and projects to department staff</i> • <i>Plans and monitors annual budget for the department</i> • <i>Supervises public computer services in the department</i> • <i>Prepares and submits to Library Administration a monthly report of department activities and usage statistics as well as other reports as requested</i> • <i>Participates in Management Team activities and projects</i> • <i>Investigates and recommends new technologies</i> • <i>Establishes and maintains appropriate contacts in local communities, organizations and agencies</i> 		

- *Supervises programming, displays and publicity in coordination with Public Relations staff*
- *Coordinates class and other group visits to the library*
- *Promotes the library district through outreach and by using good public relations practices*
- *Promotes positive customer services experiences*
- *Attends professional meetings and workshops and maintains an awareness of current literature, trends and practices*
- *Performs other duties as assigned*

Knowledge and Skills:

- *Effective written and oral communication skills*
- *Ability to organize and coordinate the work of others*
- *Pleasant and courteous manner in working with staff and the public*
- *Must be tactful and respect confidentiality*
- *Ability to show initiative and solve problems*
- *Understanding of overall library operation*
- *Must be familiar with children's literature and audio visual material*

Supervisory Responsibilities: Yes

Competencies

Emotional Intelligence - *Aware of own strengths and opportunities for growth; Self-motivated to pursue training and personal development; Remains open to others' ideas and tries new things; Manages own emotions in stressful situations.*

Ethics - *Treats others with respect; Maintains confidentiality and inspires the trust of others; Works ethically and with integrity; Follows administrative policies and procedures; Upholds organizational values.*

Leadership - *Motivates team toward desired goals; Defines performance objectives and standards for staff and obtains their commitment; Provides guidance and direction to enhance or improve performance; Shows effective leadership skills in an emergency situation; sets a good example.*

Planning/Organizing - *Prioritizes and plans work activities for self and staff; Uses time efficiently; Delegates tasks to maximize efficiency.*

Communication - *Listens to understand and requests clarification when needed; Responds thoroughly and accurately to questions; Speaks and writes clearly and concisely; Reads and understands written information and instructions; Communicates effectively to audiences of any size.*

Teamwork - *Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.*

Adaptability - *Readily adapts to changes in the work environment; Deals positively with delays, changes or unexpected events; Manages competing demands; Changes approach or method to best fit the situation.*

Technical Skills – *General knowledge of library networks, technology for data management and equipment troubleshooting; Strives to continuously build knowledge and skills; Shares expertise with others; Mastery of CCS Core Competencies.*

Dependability - Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Analytical - Synthesizes complex or diverse information; Researches, collects and analyzes data; Supports decisions and recommendations with data as well as experience.

Problem Solving – Anticipates problems and acts to prevent them from occurring; Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.

Computer Skills: Working knowledge of Microsoft Office Products, the internet, email and databases; Experience with integrated library system software

Other Qualifications: Valid Illinois driver's license or ability to obtain one within 60 days of hire

Travel: Some local, regional and occasional national travel is required of the position

Work Environment: Noise level in the work environment is quiet to moderate

Physical Demands:

- Must be able to hear, comprehend and respond to the library user both in person and in telephone conversations
- Must have visual ability to see computer screen, read call numbers and bar codes on books
- Must be able to manipulate computer keyboards, calculator and small pieces from toys and materials
- Must be able to lift and carry bags of books or boxes weighing up to 40 pounds
- Must be able to reach a height of greater than 60"
- Must be able to speak distinctly to large groups
- Must be able to drive a car and hold a valid driver's license
- Must be able to walk distances of more than 50 feet within the building to shelve or retrieve materials
- Must be able to push a cart of books weighing 100 pounds or more
- Must be able to bend to reach lower shelves
- Must be able to move or carry chairs, tables and other minor furniture
- Must be able to lift, move and rearrange shelves
- Must be able to sit or stand for extended periods during the work period
- Must be able to use a stool or ladder, stoop, kneel, crouch and crawl
- Must be able to work a varied schedule as library needs dictate, including days, evenings and weekends

Safety and Risk Management Responsibilities:

All employees are responsible for complying with safe work rules; reporting all accidents and injuries immediately; cooperating in all accident and injury investigations and reporting defective equipment and unsafe conditions