

## **Full-Time Youth & Teen Services Manager**

**SUMMARY:** The Youth & Teen Services Department is seeking a dynamic, enthusiastic, organized individual with a strong commitment to public service and positive leadership to serve as our next Youth & Teen Services Manager. An ideal candidate should be creative, comfortable managing conflict, have an awareness of youth and teen literature and popular reading trends, and be excited to grow, learn, and lead in a team-based environment.

**REPORTS TO:** Library Director

**SUPERVISES:** Youth and Teen Librarians and department volunteers

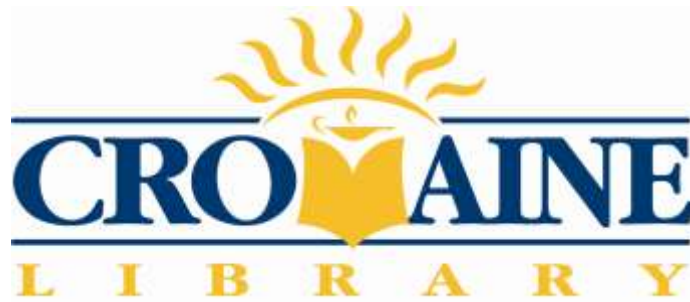
### **DUTIES AND RESPONSIBILITIES:**

- Select, coach, evaluate, and schedule department staff.
- Plan, coordinate, implement, and evaluate programs and services to youth, teens, and families.
- Plan and monitor department budgets.
- Prepare reports, gather statistics, and collect library output measures.
- Assist the Library Director and fellow management team members with long term planning and meeting Strategic Plan goals.
- Provide positive and personalized reference assistance and reader's advisory to patrons of all ages in-person, by phone, via email, and other resources.
- Instruct the public in the use of the library, its materials, and the online catalog on computers and other devices.
- Conduct and oversee collection development and management for youth and teen collections.
- Collaborate with other departments to plan and implement events and initiatives.
- Cultivate relationships with schools and other community partners that align with the Library's strategic priorities and address community needs and interests.
- Stay abreast of emerging library trends and services through professional journals, continuing education, and networking.
- Periodically serve as Manager on Duty, assist other departments as needed, and performs other duties as assigned.

### **QUALIFICATIONS:**

- Master's degree from an ALA-accredited program required
- Minimum 3 to 5 years experience in public library youth services
- Library of Michigan certification level 1 or 2, or ability to obtain certification



**SKILLS & ABILITIES:**

- Genuine interest in providing superior public service.
- Ability to achieve and maintain cooperative and effective relations with members of the general public and with other employees
- Broad knowledge of youth and teen literature, media, and trends.
- Ability to use a variety of technologies, including operating systems, ILS, as well as varied software and applications and conduct basic troubleshooting.
- Ability to work independently and take initiative.
- Excellent time management skills.
- Display critical thinking skills and be detail-oriented.
- Excellent written and oral communication skills in English.
- Must be able to make decisions in situations dealing with library security, emergency procedures, and conflict resolution.
- Willingness to maintain a flexible schedule, including weeknights and weekends.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly required to talk or hear, and occasionally required to travel to other locations. The employee is frequently required to sit, stand, walk, reach with hands and arms, use hands to finger, handle, or feel, and stoop, kneel, or crouch. The employee regularly must lift and/or move moderately heavy objects, including shelving carts. Specific vision requirements of the job include near vision, distance vision, color vision, and peripheral vision.

**PAY RANGE: \$25-32/hour** negotiable based on experience

**BENEFITS:** Full-time benefits include paid vacation, sick, and business time (available after completion of 3-month introductory period), plus holidays, paid birthday, and paid bereavement leave. Sunday hours available paid at time and a half. Health insurance (an HSA plan) is provided for the employee and the employee may purchase health insurance for dependents at the library's rates. Dental insurance, optical coverage, life insurance, short- and long-term disability are all provided by the library. You may purchase several AFLAC plans at the library's rate with a pre-tax deduction. TIAA-CREF defined contribution is provided at 10% employer contribution and immediately vested with no required employee match. Paid ALA & MLA memberships, annual attendance at statewide conferences, and attendance at national conferences offered on rotation.

Send your cover letter, resume, and application (available at [www.cromaine.org/job-board](http://www.cromaine.org/job-board)) by Monday, February 6, 2023 to [drandolf@cromaine.org](mailto:drandolf@cromaine.org). Subject line should include: Youth Manager Search {Your Last Name}