



JOB CLASS: Manager
POSITION TITLE: Youth Services, Manager
GRADE: IX, Step 2 - 6
SALARY: \$54,775.50 - \$61,035.00, depending on experience
REPORTS TO: Library Director
SCHEDULE: Flexible: day, evening, and some weekend shifts required
37.5 hours per week
FLSA STATUS: Exempt

POSITION SUMMARY:

The Youth Services Manager provides guidance, leadership, and management to the Youth Services Department at the Jeffersonville Library and collaborates with the Clarksville Youth Services Librarian. This position oversees the development of youth library programming, selection of library materials, and the maintenance of the collection. The Youth Services Manager enriches the library patron experience by assuring the department as a whole provides excellent customer service as they assist library patrons in selecting, locating, and using library materials, computers, databases, and resources.

JOB REQUIREMENTS:

Education

- Bachelor's degree
- 15 credit hours or five library science courses (three-year temporary permit acceptable while reaching library science requirements)

Experience

Library experience in Youth Services
Supervisory/management experience preferred

PERSONAL REQUIREMENTS:

- Demonstrates a passion for Youth Services
- Career-oriented library professional
- Committed to providing excellent public service
- Ability to work well with patrons, staff, and community
- Expressive reader, enthusiastic storyteller, and musically inclined
- Conscientious, efficient, responsible, and well-organized
- Outgoing and pleasant personality
- Projects professionalism in appearance and behavior
- Strong record of dependability, promptness, and job attendance
- Cooperative, helpful, and understanding toward others

- Discreet and able to maintain confidentiality
- Works independently, exhibiting strong work ethic
- Performs repetitive and detailed work with high degree of accuracy
- Willing to sanitize areas, including restrooms

KNOWLEDGE, SKILLS, AND ABILITIES:

- Broad knowledge of professional library principles, methods, information resources, and practices
- Strong interpersonal and customer services skills; ability to be consistently pleasant, positive and responsive to a diverse public and staff
- Working knowledge of computer systems and applications including library circulation services, internet, online databases, MS Office, and email
- Must have an understanding of child development and learning levels
- Eager to learn and adapt to new software and technology
- Knowledgeable of Library policies and able to explain these policies to the public
- Ability to navigate regular interruptions and multiple tasks

DESCRIPTION OF TASKS:

Management

- Supervises the day-to-day operations of the Youth Services department, including scheduling
- Assists in hiring Youth Services staff
- Trains, schedules, and supervises Youth Services staff, including defining goals, setting priorities, and ensuring that staff uphold policies and procedures
- Conducts performance evaluations of assigned staff, clarifies performance expectations, and initiates appropriate coaching and corrective action as required
- Develops, recommends, and enforces approved policies and procedures
- Serves as person-in-charge, as needed
- Attends and contributes to Administrative Planning Team and other committee meetings
- Leads departmental meetings, as needed
- Attends the JTPL Friends meetings and prepares the Youth Services Summer Reading Club annual budget
- Determines Jeffersonville's Youth Services department budget requests and tracks expenditures
- Writes and submits grants

Youth Services Duties

- Works directly with the public in assisting patrons and staff in the use of information resources, library equipment, and related software
- Personalizes the patron experience by making connections
- Oversees the Youth Services collection and donated materials, including reviewing, selecting, purchasing, categorizing within the collection, and weeding
- Oversees and develops library programming, including planning, implementing, evaluating, and marketing for youth ages 0 - 18
- Schedules Youth Services programs for Jeffersonville and collaborates with Clarksville program scheduling

- Stays informed about issues and trends by reading professional literature and attending workshops and conferences
- Participates in professional development opportunities to retain Indiana State Library Certification at LC4 or above
- Communicates effectively, resolves issues as they arise, and writes incident reports, as needed
- Assists with retrieval of overdue materials by checking shelves and picklist
- Performs opening and closing duties and routines
- Investigates and resolves issues related to library materials, including missing items, discards, lost materials, etc.
- Oversees and performs various clerical tasks to assist the department
- Conducts engaging and high-quality programs for youth ages 0-18, including song and music activities
- Collaborates with all departments to create the annual Summer Reading Program
- Coordinates, trains, and schedules volunteers
- Provides outreach services by attending events within our township
- Partners with schools to promote library events, outreach services, and literacy to students and their families
- Provides general reference and readers' advisory services
- Partners with Headstart, Youth Link, YMCA, and area daycares to promote library events, story times, and educational program outreach
- Assists with book displays and decorating
- Maintains a safe and pleasant environment
- Volunteers for or joins community organizations
- Notifies maintenance of needed repairs
- Shops for program supplies and snacks
- Performs other duties as assigned

ESSENTIAL SKILLS:

- Must be physically able to retrieve materials from library shelving
- Must have the manual dexterity to operate library equipment
- Must have adequate eyesight, depth perception, color vision, and hearing to perform duties
- Must be able to view a computer monitor and perform mouse and keyboarding tasks with dexterity and accuracy for extended periods of time
- Must be able to turn, balance, push, handle, reach, stoop, walk, sit, and stand for extended periods of time
- Must be able to lift 25 lbs. and push a fully loaded book truck, which can weigh over 100 lbs.

Jeffersonville Township Public Library is an Equal Opportunity Employer

<p>Adopted by the Jeffersonville Township Public Library Board of Trustees on February 21, 2023</p>
