**Youth Services Manager**

**Summary of Job Responsibilities:**

Coordinates and oversees youth programs, services, and collections for the library system. Directly supervises the daily operations of the Youth Services Department at the Delaware Branch.

**Minimum Qualifications:**

* MLIS from an ALA-accredited institution
* Extensive experience working in a busy Youth Services setting, preferably in a public library
* 3 years of progressive supervisory and management experience preferred

**Knowledge, Skills and Abilities:**

* Strong grasp of the principles of library and information science.
* Extensive knowledge of library services for children.
* Deep, extensive knowledge of child development from birth to age 18.
* Strong oral and written communication skills.
* Flexibility and adaptability.
* Analytical and problem solving skills.
* Ability to interpret and apply library policy.
* Ability to organize, plan and make decisions.
* Works well individually and as part of a team.

**Duties and Responsibilities:**

* Provides a clear and compelling vision for the future of public libraries, and the role of children’s services in the library.
* Oversees operation of the Youth Services Department at the Delaware Branch.
* Provides direct service to patrons at the Information Desk.
* Supervises Youth Services staff at the Delaware Branch.
* Hires and trains Youth Services staff.
* Plans and manages an annual budget.
* Manages Youth Services collections and services system wide.
* May serve as an embedded librarian in other community organizations, such as the Family and Child First Council, as appropriate.
* Supports and implements the Library’s Mission Statement, Strategic Plan, and Customer Service Expectations.
* Attends regular association, staff, and committee meetings.
* Stays up to date with new developments, and participates in continuing education events.
* Contributes to strategic and long range planning for the library system.

**Working Conditions:**

* All library positions require constant physical activity, including standing, walking, reaching and grasping.
* Employees should be able to lift 10 lbs. consistently and 50 lbs. occasionally.