



**Public Library of Youngstown and Mahoning County (PLYMC)  
Director of Programming and Youth Services**

The [Public Library of Youngstown and Mahoning County](#) (OH) seeks an experienced Director of Programming and Youth Services to direct and manage all functions of programming and youth services. PLYMC is a county-wide system serving 238,823 residents, governed by a 15-member Board, supported by a stellar staff of 169 FTE and a \$15,540,797.84 annual operating budget. The Director of Programming and Youth Services is an integral member of the PLYMC's executive leadership team. Under the direction of the Executive Director, the Director of Programming and Youth Services acts as a strategic partner and collaboratively contributes to planning, organizing and executing library operation strategies.

**Responsibilities.** The Director of Programming and Youth Services initiates, coordinates, and oversees programs and outreach services for patrons of all ages. This includes developing policies and procedures pertaining to programming, monitoring the quality and effectiveness of existing services for youth and all programs, and guiding staff to make improvements as needed. This position participates in the hiring and performance evaluation process of staff and administers the programming budget. Other responsibilities include assisting with scheduling, approving time sheets, and participating in contract negotiations. This position will maintain open communication channels between staff and administration by providing educational information, answering questions, explaining policy and procedures, and serving as a liaison. They will assist in the handling of patron complaints, questions, and suggestions. The Director of Programming and Youth Services is expected to participate as a member of the Administrative Team which includes attending meetings, providing input to strategic decisions, and advocating excellence in programming initiatives and services for youth. The position will also collect, analyze, and summarize information through reports, making recommendations to the team.

**Qualifications.** Master's Degree in Library and Information Science. Minimum of seven years professional experience in progressively responsible positions related to youth services and programming for all ages with a strong commitment to excellence in public service. Must be able to demonstrate a high degree of knowledge, competence of the principles and practices of professional library work. Demonstrated ability to lead and supervise people and projects, and to maintain effective working relationships with others. Excellent communication skills, both verbal and written with excellent attention to detail and problem solving ability. Knowledge of technology used by the library. Understanding of infant, child, and adolescent learning and development theories and their implications for library service. Knowledge of programming for adult learners and seniors. Knowledge of trends and societal developments and their impact on the needs of the community; an ability to help staff adapt library services to meet these needs.

**Compensation.** The salary range is \$56,800 – \$85,200 (negotiable with experience) with an excellent fringe benefit package including a pension plan with the Ohio Public Employees Retirement System (OPERS).

**To Apply.** Please apply online by visiting our [ADP Career Center](#) and following the instructions: Include a cover letter, resume and salary requirements.

Email [employment@libraryvisit.org](mailto:employment@libraryvisit.org) if you experience any issues with the online portal.

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