**Youth Services Manager/Librarian (MLIS)**

**Open until filled.**

**Apply at** [**https://coshoctonlibrary.org/content/employment**](https://coshoctonlibrary.org/content/employment)

**Hiring Range:** Full-time, 37.5 hours per week, $19.29-$27.97 depending on experience, benefits

**Reports to:** Director

**Basic Function:** Oversees all aspects of the Youth Services Department.

**Subordinates:** Youth Services Coordinators, Youth Services Assistants, & Youth Services Aides

**Nature and Scope:** This individual manages all aspects of the Youth Services Department by providing guidance and assignments to the Youth Services Coordinators, Youth Services Assistants, and Youth Services Aides; Maintaining the children’s and teen collections through collection development and weeding; responsible for managing budgets assigned by Director; Leads youth programming development and assists with program delivery as required; Works with the Director to maintain Youth Services areas of the library. In addition, the Youth Services Manager is trained to work at all public service points.

**Principal Accountabilities:** Orders a variety of formats for the children’s and teen areas. Is aware of trends, including bestsellers and popular authors. Understands CREW weeding guidelines and weeds the collection accordingly. Leads programming discussions with subordinates and gives constructive feedback. Assists with program implementation as needed. Represents the Youth Service Division in the community. Understands the budgets assigned and makes appropriate decisions on expenditures. Assists the Director with design of youth service areas. Works at public service points as scheduled.

**Essential Duties of the Position: (other duties appropriate to the classification may be assigned as necessary.)**

* Leads discussion and helps plan Youth Services programming and displays
* Schedules Youth Services programming system-wide using appropriate software
* Attends and helps facilitate youth programming as warranted
* Catalogs youth items with an understanding of Dewey Decimal, Accelerated Reader, and proper age groupings
* Supervises Youth Services Coordinators ,Youth Services Assistants, & Youth Services Aides
* Makes decisions on items damaged in the Children’s and Teen collections
* Evaluates and determines needs of Youth Service Division
* Works with Director to problem solve areas of the Youth Service Division
* Attends programming meetings
* Leads Youth Services Department meetings
* Collaborates with others in community to benefit youth
* Appears publically on behalf of the Youth Services Department at speaking engagements
* Leads all aspects of Youth Services Summer Reading Program and solicits donations in a positive an enthusiastic manner
* Thinks outside of the “traditional library” bringing fresh ideas to the Youth Services Department and area
* Practices good budgeting and expenditure decisions
* Reports Youth Services statistics to Director by deadlines
* Is active in community organizations that impact youth in county
* Assists patrons at all public service points

**Acceptable Skills, Knowledge, and Abilities:**

* Knowledge of children’s and teen collections with a passion for youth reader’s advisory
* Enjoys following youth trends and interests
* Excellent decision making skills
* Excellent oral and written communication skills; listening and interpersonal skills; organizational skills; public speaking skills
* Expertise in computer and information technology skills
* Familiarity with current technology and library trends
* Ability to plan both short and long term
* Ability to work effectively with other staff
* Ability to work any needed shifts, including evenings and weekends
* Ability to learn library routines, rules, procedures, and policies and apply them, always with a solution-driven and helpful attitude
* Ability to work with the public of all ages, always with courtesy and respect
* Ability to organize
* Ability to manage a budget
* Ability to set, communicate, and enforce deadlines
* Ability to work independently and collaboratively
* Ability to supervise others with enthusiasm and respect
* Neat appearance appropriate for work in a public building
* Ability to lift 30 lbs.
* Four-year degree from an accredited college or university required; Master’s in Library and Information Science degree preferred