

**POSITION DESCRIPTION
CULVER-UNION TOWNSHIP PUBLIC LIBRARY**

POSITION: Youth Services Manager
DEPARTMENT: Children's Department
WORK SCHEDULE: Mon-Fri 9:00 AM – 5:00 PM; some Saturdays
PAY RATE: \$32,000-\$35,000
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: February 2018
DATE REVISED: April 2024

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The Culver-Union Township Public Library provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential requirements of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Youth Services Manager for the Culver-Union Township Public Library (CUTPL), responsible for managing and developing the collection, programs, and outreach in the Children's Department.

DUTIES:

Develops and conducts programs for youth and caregivers which encourage reading, viewing, and listening skills, and the use of the library facilities and materials. Provides reference service to children, teachers, and caregivers, and provides reader advisory service.

Promotes early literacy with appropriate materials and programming. Plans, promotes, and executes craft activities for children.

Promotes youth services events and initiatives through the library's social media channels.

Selects and purchases new materials for Children's collection and catalogs new materials. Receives patron requests for new purchases and forwards to appropriate personnel. Analyzes collection needs and conducts weeding when appropriate.

Maintains knowledge of current trends in children's literature and makes recommendations to Director and other collection development staff.

Serves as liaison to community agencies serving children, including conducting outreach programs such as book talks, school visits, and daycare visits.

Supervises and directs Children's Department volunteers and Clerks/Pages, including planning and delegating work assignments, establishing specific work goals, analyzing the workload, interviewing candidates for openings, and making hiring recommendations.

Participates in professional library organizations and attends meetings and workshops to remain current in field.

Prepares monthly statistical and narrative reports for Library Director.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Bachelor's Degree in liberal arts or a related school of thought.

Public Librarian's Level 6 Professional Certificate, or the ability to obtain such within 3 years.

Must be at least 18 years of age.

Experience working with children in a library setting.

Commitment to public service and the ability to portray a positive image of the library, work well with a diverse patronage, and promote library programs and services during customer interactions.

Knowledge and appreciation of children's literature, audiovisual materials, online resources, and other materials that constitute a balanced, relevant youth collection.

Knowledge of digital services, including online searching, social media, and reference resources and databases.

Basic arts and crafts skills and ability to create and conduct a variety of programs for children and their parents/caregivers.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare written correspondence and detailed reports.

Ability to supervise and direct Children's Department volunteers and Clerks/Pages, including planning and delegating work assignments, establishing specific work goals, analyzing the workload, interviewing candidates for openings, and making hiring recommendations.

Ability to operate standard office equipment, including computer, telephone, copier, fax machine, self checkout units, and tablets.

Ability to effectively communicate orally and in writing with children, caregivers, coworkers, department managers, vendors, and the general public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to comply with all employer policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of library records and information.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with difficult patrons.

Ability to understand, memorize, retain and carry out oral and written instructions and present findings in oral or written form. Ability to plan and present public speaking presentations.

Ability to count and make simple arithmetic calculations.

Ability to compile, collate and classify data, make determinations, and take action based on data analysis.

Ability to work in a team environment and manage multiple projects at any given time.

Ability to apply knowledge of people, plan/layout work projects, and manage time and resources effectively.

Ability to occasionally work extended, evening, and/or weekend hours as scheduled. Ability to occasionally travel out of town, rarely overnight.

Possession of a valid driver's license and ability to drive to conduct community outreach programs off-site.

II. RESPONSIBILITY:

Incumbent performs duties according to a flexible, customary routine with priorities primarily determined by service needs of the public and seasonal deadlines. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual or unprecedented matters. Incumbent receives indirect or occasional supervision and has moderate flexibility in the job. Periodically, decisions are made in the absence of specific policies and/or guidance from supervisor. Work is reviewed primarily for attainment of objectives. Errors in

incumbent's work are primarily detected or prevented through prior instructions from supervisor and/or supervisory review. Undetected errors could result in an inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with children, caregivers, co-workers, department managers, vendors, and the general public for purposes of exchanging information, rendering service, and supervising clerks, pages, and volunteers.

Incumbent reports directly to CUTPL Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a library environment, involving sitting, standing, and walking at will, climbing stairs, pushing/pulling objects, lifting objects weighing less than 25 pounds, keyboarding, bending, reaching, crouching, kneeling, speaking clearly, depth and color perception, close and far vision, and handling/grasping/fingering objects. Incumbent occasionally works extended, evening, and/or weekend hours as scheduled; and frequent local travel with travel seldom taking place outside the town limits.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Youth Services Manager for the CUTPL describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name