

## ASHTABULA COUNTY DISTRICT LIBRARY POSITION DESCRIPTION

<b>DATE:</b>	<i>April 2023</i>	<b>SALARY RANGE:</b>	<i>\$21.20 - \$31.80</i>
<b>DEPARTMENT:</b>	<i>Youth Services</i>	<b>HOURS OF WORK:</b>	<i>40 hours, including some evenings and weekends</i>
<b>POSITION:</b>	<i>Youth Services Manager</i>	<b>LOCATION:</b>	<i>Ashtabula Library</i>
<b>CATEGORY:</b>	<i>Librarian II</i>	<b>LENGTH OF JOB TRAINING:</b>	<i>6 months / 1 year</i>
<b>IMMEDIATE SUPERVISOR:</b>	<i>Ashtabula Branch Manger</i>	<b>OVERALL SUPERVISOR:</b>	<i>Director</i>
		<b>CAREER PATH:</b>	<i>Branch Manager / Director</i>

---

### ESSENTIAL FUNCTIONS:

- Advances the mission of the Library by performing a full range of professional library work across the Library system;
- Within established system policies and procedures, directs and supervises personnel, programming, and patron services of the ACDL Youth Services Department in such a way that exceptional customer service is the norm;
- Directs the planning and implementation of traditional and non-traditional/innovative youth programs and services for the Ashtabula and Geneva libraries, and supports County Bookmobile program planning by sharing innovative thoughts and ideas;
- Introduces new technologies into all aspects of Youth Services programs and activities;
- Fosters the professional development of Youth Services staff;
- Oversees selection and evaluation of children's and young adult materials in order to develop/maintain a vibrant materials collection designed to meet/exceed the needs and expectations of Library communities;
- Supervises and evaluates employees in order to achieve the goals of the department/library;
- Assists patrons with requests for materials and information;
- Serves as a Team Leader, taking the Branch Manager's lead and following his/her instructions on matters of Library policy, procedures, and plans.

The Youth Services Manager promotes a positive work environment by maintaining respectful and courteous interactions at all times, builds relationships within the community, and provides excellent customer service by demonstrating the ability to communicate effectively with people regardless of age, race, sexual orientation, ability or background.

### QUALIFICATIONS:

A. **Education/Experience:** Master's degree in Library Science from an American Library Association (ALA) accredited institution is highly preferred; however, other equivalent combinations of education, knowledge and demonstrated ability to perform the essential duties and responsibilities may be substituted. Must hold a valid Ohio (or other state) driver's license with insurance in good standing. Must be able to pass a background check.

### B. Knowledge of and Abilities:

- Knowledge of developmental, recreational, and educational needs of children and young adults;
- Ability to translate children's and young adult's needs and interests into effective library services and programs;
- Knowledge of connected learning and ability to design programs that embed connected learning principles (STEM/STEAM);
- Knowledge of current trends in library services for and with children and young adults;
- Knowledge of library materials and publishing of children's and young adult literature;
- Ability to recognize and set priorities and to use initiative and independent judgment in a variety of situations;
- Ability to communicate effectively with others, orally and in writing, including via email;

**B. Knowledge of and Abilities:** continued

- Knowledge of standard library procedures, current information technology, and Internet and database search capabilities;
- Ability to establish and maintain effective working relationships with co-workers, patrons, user groups, community organizations, and volunteer groups;
- Ability to learn and stay current with emerging technology, including digital media;
- Ability to speak publicly and to promote library services in the community;
- Ability to interact with library patrons, both internal and external, in a courteous and efficient manner;
- Possesses physical mobility involving bending, lifting, reading, hearing;
- Willingness to participate in continuing education, attend seminars and workshops;
- Demonstrated ability to work with children and young adults is a must.

**C. Desirables:**

- One or more years of professional experience in a library setting;
- Experience in designing outcome-based programs and initiatives;
- Experience in supervisory and administrative work;
- Strong technical background, i.e. games and gaming systems, computer peripherals, coding, multimedia presentations, etc.
- Spanish Language is a plus

**EQUIPMENT AND EFFORT REQUIRED:** Sufficient clarity of speech and hearing to communicate well with staff and guests. Sufficient vision to produce and review a wide variety of materials, written correspondence, report sand related materials in both electronic and hard copy form. Sufficient mobility to move freely about in an office environment and to attend meetings/events in various locations within the library service area. Ability to operate equipment listed: telephones, copier/printer, personal computers and related software and peripherals, and laminating machine. Ability to file items in cupboards/cabinets up to five feet in height. Ability to move items and materials up to 30 pounds in weight and push carts weighing up to 60 pounds.

<b>PHYSICAL EFFORT AND STRESS:</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NONE</b>
Lifting			X	
Walking		X		
Standing		X		
Climbing			X	
Visual	X			
Limited movement or change of position		X		
Bending		X		
Stretching			X	

**ILLUSTRATIVE DUTIES (100% of work time):**

- Guides and supervises the work of ACDL Youth Services Team;
- Coordinates activities of staff and/or volunteers assigned to Youth Services at both the Ashtabula and Geneva Library;
- Plans, coordinates, and evaluates library programs and services which fulfill the diverse educational, recreational and personal needs of local youth, including events in connection with the Summer Reading Program;
- Adopts a connected learning approach to presenting programs, classes and events for youth so that they educate, inform, and inspire;
- Provides prompt, courteous and direct assistance to patrons with information regarding use of library materials, equipment, and services;
- Performs readers advisory services by recommending books, movies or music that patrons might enjoy;
- Coordinates requests for Outreach Classroom Visits and Classroom Field Trips to/from the Ashtabula and Geneva libraries;

**ILLUSTRATIVE DUTIES (100% of work time):** continued

- Conducts regular community assessments to identify needs in order to create tailored services and programs to address those needs;
- Ensures the library's collections include relevant print and digital resources aimed at the specific interests and needs of youth in the community;
- Uses a wide variety of methods to highlight items in the collection and encourage their use;
- Curates content, including digital resources and special collections, based on youth's needs and interests;
- Contributes content to the library's website and various library publications;
- Instructs children and their caregivers in information gathering, research skills, and digital literacy skills;
- Leverages community experts, coaches, and mentors for services and programs in order to meet children's/families' needs and interests;
- Develops and maintains effective relationships with schools, community groups, agencies, and non-profits that target youth in order to plan and deliver programs and services that meet local youth's needs and interests;
- As opportunities arise, educates the public about the value of public libraries and the profession, and creatively promotes library services and the profession;
- Attends and participates in professional library conferences, seminars, and network committees; reads professional literature; attends and participates in staff meeting discussions;
- Works with other public service areas to organize and implement special activities for service in connection with National Library Week and other similar literacy events;
- Supports team efforts to maintain a safe and secure environment for customers and staff by maintaining awareness of surroundings and working in accordance with safety policies and procedures.

This list is illustrative of the types of duties typically performed in this position. It is not intended to be an exhaustive listing of each and every essential function of the job. These duties and functions may be adjusted from time to time as the needs of the library may warrant.

**ACCOUNTABILITIES:**

- Demonstrates a thorough familiarity with library policies, objectives, and procedures;
- Assumes responsibility for the smooth operation of the Youth Services Department at the Ashtabula and Geneva libraries including keeping accurate, up-to-date work records and producing reports;
- Demonstrates a thorough knowledge of children's authors and literature;
- Supervises, plans, implements, and carries out a creative, imaginative year-round series of youth programming including young adult;
- Maintains the youth collections to ensure that a comprehensive, current selection of materials is available;
- Establishes and maintains a good public relations campaign and relationship with children, outside groups, schools, etc.;
- Works with parents and caregivers to promote children's interest in reading and in the use of the library;
- Ensures high-quality services are provided to patrons;
- Demonstrates initiative, self-motivation, and enthusiasm for this position;
- Demonstrates ability to maintain a harmonious relationship with staff and patrons;
- Provides exemplary supervision and leadership to staff;
- Keeps supervisor informed of problems and developments.

**EVALUATION:** To be performed annually by the immediate supervisor, with input from Geneva Branch Manager, and will be based on the job description, observation, and review of work completed and results achieved and/or compliance with set objectives.