

JOB OPPORTUNITY

POSITION: Youth Services Manager at Midtown Carnegie Library
LOCATION: Midtown Carnegie Branch – 397 E Central St. – Springfield, MO
DUTIES: See attached job description for essential duties and qualifications
PAY RATE: **\$75,296.00 per year**
APPLICATION DEADLINE: Until Filled

This is a full-time, exempt position, approximately 40 hours per week. Candidates must be available to work any hours the library branch is open. Midtown Carnegie is open Monday through Saturday from 9:30am to 6:00pm. As a condition of employment, work schedules may change as necessary to best provide user services and to meet the Library's responsibility to the citizens of Greene County.

Excellent Full-Time Benefits include vacation, sick and holiday pay, medical, dental, vision, life and long-term disability insurances, and retirement plans.

This position requires an MLS or MLIS from an ALA accredited institution. To be considered for this position transcripts must accompany your application.

Education and experience shall be evaluated with regard to recency and quality, as well as quantity. Based on the number and quality of applicants, applications may be reviewed for qualifications beyond the minimums stated herein.

Proof of United States Citizenship/Authorization to Work in the United States as established by the Immigration Reform Act of 1986 is a condition of employment.

Apply online at <https://thelibrary.org/work>.

Direct questions through e-mail to humanresources@thelibrary.org or call 417-616-0589 Monday – Friday 8:30am – 5:00pm.

Individuals with disabilities should request reasonable accommodations in accordance with the Americans with Disabilities Act prior to testing or appointment. The Library is an Equal Opportunity Employer.

Current Library Employees

To be considered, current employees must be performing duties at a satisfactory level and have received a satisfactory rating on their most recent performance evaluation.

Submit a letter of interest to humanresources@thelibrary.org. If a transcript is required, make certain that it is on file.

Job Description

Position: Youth Services Department Manager
Classification: Full Time
Salary Track: 201
FLSA Status: Exempt

Position Summary

The Youth Services Department Manager leads and oversees all aspects of library services and programs designed for children and young adults. This includes developing and implementing age-appropriate programming, curating and maintaining the youth collection, and collaborating with local schools and community organizations to promote youth literacy and engagement. The Youth Services Department Manager also supervises youth services staff, fosters a welcoming and inclusive environment for young library users, and stays current on trends and best practices in youth library services. This role requires strong leadership, creative program development skills, and a passion for promoting literacy and learning among children and teens.

Essential Functions

- Oversees and manages daily operations of the children's and teen departments
- Supervises departmental staff and manages the department budgets
- Audit and approve time sheets for bi-weekly payroll
- Assists patrons with reader's advisory, information and location of library materials
- Represents the Youth Services department at supervisor's meetings, District Children's Committee meetings and District Teen meetings
- Develops and supervises youth participation, such as youth advisory groups, teen volunteers, and opportunities for employment
- Develops Library services based on sound models of youth participation and development, allowing for social interaction, growth and learning
- Manages youth services at the branch, based on assessment and evaluation of the developmental needs and interests of youth in the community
- Maintains community partnerships with relevant organizations such as K-12 schools, Head Start, daycares, preschools, after school programs, etc. and should be aware of social services organizations
- Assists and instructs patrons in the operation of personal computers (PC's) and other reference materials
- Assists with material selection and collection development
- Observes, plans, implements, evaluates and documents Youth Services programs and displays
- Works with staff to plan, implement and evaluate youth programs based on the developmental stages and needs of the target audiences
- Prepares departmental reports and correspondence as required
- Performs routine telephone reference and information work
- Performs computer data searches; proficient in using computers with Windows
- Organizes and manages Youth Services activities
- Must have excellent public speaking skills, ability to plan, organize and execute programs, building tours and meetings

- Performs basic file keeping and clerical duties
- Interprets and implements the Library's General Conduct Policy
- Consistently punctual for work and meetings. Completes assigned duties in a timely manner.
- Exemplifies professional attitude and demeanor while engaging constituents, including the ability to work and interact with others in a cooperative, pleasant, and constructive manner.
- This job description is not intended to be all inclusive; employee may be required to perform other related duties as required to meet the ongoing needs of the Library.

Education/Experience

- MLS/MLIS from an ALA accredited university required (Consideration given if nearing completion and other requirements are met)
- 3 years public service experience
- 2 years of supervisory experience preferred
- Experience working with children and teens
- 2 years library experience

Skills/Job Knowledge

- Ability to interact pleasantly, constructively and cooperatively with library patrons and staff.
- Excellent communications skills, oral and written
- Ability to effectively listen to and respond to patron inquiries
- Ability to perform basic library functions during times of high public usage
- Working knowledge of library ready reference tools, databases and youth literature
- Demonstrates artistic and creative ability in the development of youth programming and displays
- Computer and keyboard skills, to include Windows, word processing and spreadsheet construction
- Work with staff to plan, implement and evaluate youth programs based on the developmental stages and needs of the target audience

Contact

- Regular, daily public contact with adults, teens and children
- Works closely with other department personnel
- Routine telephone contact with others departments and branches

Supervision

- Supervised by Branch Manager

Physical Demands

- Performs bending, squatting, kneeling and reaching from floor level to 6 feet in height
- Displays good coordination and mobility
- Routine lifting of library materials weighing up to 20 lbs.

Working Environment

- Primarily indoors, with heating and cooling regulated, in a general library environment

Miscellaneous Requirement

- Must pass a security background check

The vision for the Springfield-Greene County Library is to be a thriving Library that is an integral part of the lives of the community. Library employees will be expected to embrace the following values:

Collaboration: Work in partnership to strengthen our community

Credibility: Be a source of trustworthy and dependable information

Empowerment: Provide the means or ability to accomplish objectives

Excellence: Be the best in everything we do

Inclusion: Invite and welcome

Innovation: Foster new possibilities

Respect: Treat all people with dignity

I have read the foregoing job description in its entirety and understand its contents.
I have the required credentials and experience stated herein. I can perform the essential functions outlined with or without accommodation under the Americans with Disabilities Act.

Name: _____

Signed: _____ Date: _____

Accommodation Requested: _____
