



## **Youth Services Manager**

### **Nature of Work**

This position is responsible for the operation of the Library's Youth Services Department. This involves the supervision of all staff in the Youth Services Department as well as management of programming and services to the children and young adults that Decatur Public Library serves.

### **Organizational Status**

The Youth Services Manager reports to the Operations Manager.

### **Essential Functions and Responsibilities of the Position**

- Cooperates as a team member to fulfill the library's following mission: "To provide to all those who live, work, own a business, or attend school in Morgan County, Alabama access to resources to fulfill their informational, educational, cultural, recreational needs, and interests."
- Supervises personnel in the Youth Services Department which includes scheduling and measuring work activities.
- Plans and conducts storytimes on a weekly basis as well as organizes the yearly Summer Reading program.
- Provides professional assistance to children, young adults, and adults in the use of the Library which includes the ability to utilize the library's computer systems and databases to assist in researching the availability of materials.
- Manages the collection of materials within the Youth Services Department of the Library.
- Develops and implements services offered to children and young adults by the Library.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team member.

### **Knowledge, Skills, and Abilities Required**

- Ability to work well with children of all ages as well as parents and/or caregivers.
- Knowledge on how to conduct a story time appropriate for children using stories, songs, finger plays, action rhymes, etc.

- Possess the temperament and good judgement to effectively deal with the general public, Library staff, volunteers, and community agencies, some of whom may be irate or unreasonable, both by phone and personal contact.
- Possess the skills to supervise and direct the work of subordinates.
- Ability to learn and operate various computer software programs in a proficient manner.
- Ability to organize and prioritize the duties of the position and efficiently complete the responsibilities of the job.
- Possess the physical and mental ability to work independently to the extent appropriate to the position with initiative and judgement.
- Ability to analyze and to creatively solve problems related to the position.
- Ability to communicate effectively, both orally and in writing.
- Ability to work evenings and weekends as assigned.
- Ability to comprehend, interpret, follow, and implement the Library's policies and procedures.
- Possess a reputation of honesty, integrity, and reliability.

#### **Additional Examples of Work Performed**

- Oversees and/or participates in special projects such as the 1000 Books before Kindergarten program
- Performs additional duties as assigned.

#### **Minimum Education, Training, and Experience Required**

Experience working with children is required. A college degree or some college coursework is preferred as well as some supervisory experience.

#### **Working Environment**

The work environment involves everyday risks or discomforts which require normal safety precautions typical of office environments. The person in this position will also have to be able to move and transport computer equipment, books, and supplies from one area to another within the library setting. The employee may interact with upset staff and/or members of the public.

#### **Physical Requirements**

Must possess the ability to sit, stand, stoop, stretch, climb, lift, reach, carry, and transport library equipment and other related materials from shelves and storage locations generally not exceeding 40 pounds. Must possess the ability to carry equipment and materials generally not exceeding 40 pounds over uneven surfaces and stairs for installations, exchanges, and removals. Must possess the vision required to read printed materials and a computer screen. Must possess the ability to hear and speak with others both in person and over the telephone.

Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard. Work also requires occasional walking, standing, bending, and climbing stairs.

**Necessary Special Requirements**

Valid driver's license in the state of Alabama and a good driving record is required. Must pass a background check and be eligible to be placed on the Library's automobile insurance coverage.

**Hours/Salary Range**

This position is full-time: 40 hours per week/\$17.00 per hour. Work includes day, as well as evening hours and two weekends a month. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act.

**Benefits**

Decatur Public Library offers a benefits package which includes paid vacation, sick leave and holidays. Group medical/dental insurance and life insurance is available to staff employed 30+ hours per week. Participation in Retirement Systems of Alabama is compulsory for all employees.

**NOTE**

**This job description describes the nature and level of assignments normally given in this position. It is not an exhaustive list of duties. Employees may be expected to perform additional duties which are not specific to their area and are not reflected in this description.**

*Revised and updated 4/17/2024*