

Location: Boone County Public Library – Scheben Library

Title: Youth Services Manager

Boone County Public Library is seeking a dynamic, motivated individual for the position of a Full time Youth Services Manager for the Scheben Library in Union, KY. Under the general direction of the Youth Services Coordinator, the Youth Services Manager is responsible for organizing and overseeing library services to children ranging in age from infants to 17 years at the Scheben Library. The Youth Services Manager interacts extensively with the public and other staff members.

Responsibilities:

- ✓ Work with the YS Coordinator to plan and manage a program of work in the youth services department including reference, readers' advisory, and programming to support the library's mission and goals.
- ✓ Promote library services and programs to schools and organizations in the local community
- ✓ Participate in the personnel process for youth services staff including supervision, hiring, and performance development.
- ✓ Develop and monitor Youth Services department budget.
- ✓ Present programs to children of all ages and their parents/caregivers.
- ✓ Provide direct customer assistance through reference, readers' advisory and bibliographic instruction
- ✓ Participate in the evaluation and development of children's and young adult collections
- ✓ Prepare reports and compile statistics reflecting youth service activity
- Perform related duties as assigned by the Youth Services Coordinator

Qualifications/Other Requirements:

MLS from an accredited library school or related Master's Degree and 5 years progressively more responsible professional library experience **including** management/supervisory experience preferred

Must qualify for library certification from the state of Kentucky

- Knowledge of child behavior and development, early literacy skills.
- Thorough knowledge of children's and teen literature and online resources.
- Familiarity with current issues, theories and trends related to library services for children and teens
- Demonstrated ability to plan and present effective children's programs.
- Ability to interpret community interests, concerns and needs and to assist in developing appropriate library services and collections
- Ability to apply effective principles of leadership and supervision to maximize employee potential
- Ability to establish and maintain effective working relationships within the library and the local community
- Ability to work independently, set priorities, and manage multiple projects
- Excellent interpersonal and communication skills; strong writing and presentation skills
- Ability to effectively lead teams and chair committees

- Proficiency with Microsoft Office products, the Internet and various software programs

Salary:

Starting at \$43,680 annually, commensurate with education/experience: includes excellent benefit package including participation in CERS

Application Information: If you have the qualifications for this position, send job application, cover letter and resume to:

Human Resources Manager
Boone County Public Library
1786 Burlington Pike
Burlington, KY 41005
jobs@bcpl.org
Fax 859-689-0410

Position will remain open until filled.