

## Children's Services Manager

**Department:** Children's Services

**Reports To:** Library Director

**Status:** Full Time/Exempt

**Pay Grade:** XII

**Supervises:** Assistant Manager and Associates

**Revised:** 10/10/19

### Job Summary

Provides professional, administrative, supervisory and direct service work coordinating and managing the collection, programs, and activities of the children's department

### Competencies

- Strong work ethic- Demonstrates positive habits such as arriving to work on time, stays motivated and focused, and finishes tasks on time
- Good communication skills- Listens to and understands what others are saying, asking for any needed clarification. Projects positive body language and facial expressions; writes messages, reports, and other types of documents with clarity and efficiency. Relays information using visual aids or graphic tools, if required
- Teamwork-Balances team and individual responsibilities; exhibits objectivity and openness to others views; gives and welcomes feedback; helps in building a positive team spirit; puts success of the team above own interests; contributes to Library morale and group commitments to goals and objectives; supports everyone's efforts to succeed
- Problem solving skills-Uses personal knowledge and experience to find answers to pressing problems; formulates effective solutions
- Flexibility-Demonstrates adaptability, is willing to change and learn (Is teachable), accepts new things
- Organizational Awareness-Ability to develop a clear strategy to getting things done based on an understanding and general knowledge of the Library

### Essential Functions & Responsibilities

#### Supervisory Responsibilities

Accomplishes staff job results by hiring, coaching, counseling, disciplining, and terminating employees; planning, monitoring, and appraising job results; conducting training; implementing and enforcing systems, policies, and procedures

#### Primary Responsibilities

- Provides hands-on leadership for all Children's department staff in implementing and/or providing library services, materials, technology, and programs
- Contributes to a strong, balanced, and relevant collection by selecting and maintaining materials in assigned areas and formats within budgetary guidelines
- Develops and coordinates all programming for children, including story times, summer reading and special events; takes an active role in library outreach services and programs to schools, outside agencies, and community partners

- Works the public service desk; provides reference and readers' advisory services; responds to inquiries on procedures, in person and by telephone; provides direction, information and instruction
- Consistently measures the effectiveness of all children's department activities, services and collections. Prepares statistics and reports as needed
- Assists with annual budget planning process, and assumes full library leadership responsibility when assigned
- Demonstrates commitment to the library's mission by helping with ongoing projects and other organizational initiatives
- Serves as "Manager in Charge" when required

**Working Conditions**

- This job operates in a professional office environment in a building with standard temperature levels. The noise level is usually moderate, but can change depending on specific programming. This role uses standard office equipment
- While performing the duties the employee is occasionally required to stand; walk; sit; use hands to handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 20 pounds

**Required Education and Experience**

- Master's Degree in Library Science from an ALA accredited school
- Three years' experience working in Children's Services Department.
- Minimum two years of supervisory experience
- Must have reliable transportation and the ability to work a variety of hours including evenings and weekends
- Ability to work independently as well as collaboratively

**Disclaimer**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, working conditions and activities may change or new ones may be assigned at any time with or without notice

---

Employee's Signature

Date