

JOB DESCRIPTION

CHILDREN'S & TEEN'S SERVICES MANAGER

NATURE OF WORK

This position works under the supervision of the Library Director, performs professional work in planning, managing, implementing and executing a comprehensive program of library services to children and teens.

DISTINGUISHING FEATURES

The work involves planning, developing, coordinating and executing programs designed to serve children from pre-school through the senior high school level. Goals include fostering literacy, encouraging reading for enrichment and pleasure, providing materials to support school assignments and teaching the use of the public library as a lifelong resource.

Primary Duties:

1. Plan and present weekly story times for preschool children
2. Develop and implement creative programs and services for tweens and teens
3. Explore initiatives for promoting early childhood literacy
4. Plan and coordinate the Library's summer reading program
5. Assist students and parents in finding information
6. Conduct library tours for any interested groups and/or school groups
7. Invite community participation in library programs through regular postings to the Library's youth/teen web page, facebook and local media channels
8. Provide innovative and collaborative library outreach service to the schools and community through programs, such as the First Grade Library Card Drive, Summer Reading Program, class/daycare visits, book talks, etc.
Open to new avenues of outreach
9. Summarize and analyze programs and activities
10. Suggest materials for the juvenile fiction and non-fiction collections and assist with weeding worn materials from the collection

Secondary Duties:

1. Performs the routine clerical duties of the Library Assistant I and the expanded duties of the Library Assistant II, as necessary
2. Other reasonable duties as necessary

ABILITIES, SKILLS AND KNOWLEDGE

Basic understanding of youth and how they learn; a genuine enjoyment of children and a thorough knowledge of children's literature; enthusiastic and positive customer service skills. Keep up-to-date on best practices associated with literacy and incorporate best practices in daily work. Pursue professional development, attend workshops, committees and conferences, as offered. Positively reflect library vision and value. Ability to meet and deal effectively with children, young adults, parents, caregivers, educators, volunteers and the general public.

Knowledge of office procedures; ability to exercise initiative, tact, leadership and independent judgment; aptitude for clerical and detail work; knowledge or aptitude to learn basic cataloging rules and practices; manual skills and dexterity necessary to affix labels, jackets, etc. to books and media; mathematical aptitude and analytical ability to accurately perform routine calculations; ability to accurately read a computer screen and written materials; ability to perform repetitive tasks fast and accurately; ability to understand and follow oral and written instruction; physical agility to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, and lift/carry materials weighing up to 40 pounds.

EXPERIENCE AND TRAINING

Level 3 Certification (a bachelor's degree from an accredited college or university or completion of the beginning workshop offered by the Library of Michigan) and a minimum of two years library experience or other public service experience requiring similar skills.

This job description is intended to describe the general nature and level of work being performed by a person assigned to do this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

HOURS

Maximum 26 hours weekly

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BENEFITS

As listed in the Employee Handbook

TO APPLY

Please include with your resume and answer to the following question:

Why would you be a wonderful addition to the Cedar Springs Public Library team?

Send to: Director
Cedar Springs Public Library
107 N. Main Street; PO Box 280
Cedar Springs, MI 49319

**Cedar Springs Public Library is
an EQUAL OPPORTUNITY EMPLOYER**