

Job Description

Job Title: Library Youth Services Manager (Manager IV) **Job Code:** 909045 **Job Family:** Library

Pay Grade: JC.18.18 **FLSA:** Exempt **EEO:** Professionals

Department/Agency: Library **Position Number(s):** 100513

Recommended Position Title(s): Youth Services Manager

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources; utilizes operational knowledge to make sound decisions.
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

Essential Duties:

- Plans, implements, evaluates and manages the provision of youth services including, development of a comprehensive plan, evaluation of current youth programs and services, coordination and integration of youth services throughout the Library system.
- Cultivates and maintains relationships with program presenters and authors; coordinates special project programs to ensure they are well-integrated into the total youth programming process; helps plan, coordinate and evaluate the summer reading program; supports Youth Services system-wide services, programs, projects, and outreach.
- Determines annual budget request for Youth Services; monitors and tracks expenditures by developing procedures to insure cost-efficient use of funds; participates in managerial groups and system-wide committees; represents the Library at meetings and conferences.
- Cultivates and maintains relationships with educators; plans and coordinates educator meetings; coordinates special project programs to ensure they are well integrated and connected to the mission and strategic plan of the Library.
- Uses available training and development resources to improve own and colleagues skills and abilities; coaches and mentors staff; organizes and conducts system-wide meetings; inspires youth staff to try new and creative ventures to improve the Library experience and quality of life of young people and their families.

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Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Master's degree in Library Science or related field of study; five (5) years of youth services experience in a public library; two (2) years of supervisory experience; and a valid driver's license with an acceptable driving record.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

None

Education/Experience Substitutions:

- Yes No Experience may be substituted for degree.
- Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.