

## Job Description

Job Title: Library Youth Services Supervisor (Manager II)      Job Code: 909030      Job Family: Library

Pay Grade: JC.16.16      FLSA: Exempt      EEO: Professionals

Department/Agency: Library      Position Number(s): 100828

Recommended Position Title(s): Youth Services Supervisor

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, manages and coordinates the Central Youth Services (YS) Department; develops Central's role within the Library and develops and implements the Teen and Youth Services plans, including the Strategic Plan initiatives related to Youth Services; monitors and supervises staff, schedules and workflow within the YS department; oversees implementation of service initiatives; prepares and monitors annual Central Youth Services budget.
- Coordinates Programming and Outreach initiatives; develops relationships and partnerships with area youth, school and parent organizations; coordinates and plans visits with local schools and other agencies to provide outreach services; manages system-wide tours for school classes and other groups; develops and implements programs and services for area schools that ensures quality programs to children, teens and and/or families within system-wide Youth Services guidelines; represents Library at professional and community groups.
- Develops and maintains the Central Youth Services and Teen spaces and collections; designs and maintains a welcoming library environment for young patrons and their parents using the Central library; works with the Collection Development Department and the Youth Services selector in evaluating, maintaining and updating youth collections; works with the Associate Director for Branch Services in Central building planning and design.
- Develops and maintains expertise in youth services trends and issues by attending professional conferences and serving on professional committees to provide leadership in the library community.

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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; three (3) 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.