**POSITION:** YOUTH Public Services Manager (Professional)

**GRADE:** 8

**REPORTS TO:** Director

**JOB PURPOSE:** Works under the supervision of the Director and plans, organizes, directs, and manages the activities of the Public Services Department, which is comprised of the **Youth, Teen** and/or Adult staff. Participates as part of the Brandon Township Public Library Management Team and interacts professionally with patrons, organizations, Friends, staff, Director, and Library Board.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

* Hires, trains, supervises, and evaluates **youth, teen**, and/or adult department staff
* Creates staff schedules
* Directs the work conducted by **youth, teen**, and/or adult department staff
* Develops library policies and procedures with managerial team
* Manages departmental budgets
* Collaborates with community organizations
* Provides reference services and readers advisory
* Handles other duties as assigned

**QUALIFICATIONS:**

* MLS/MLIS from an ALA accredited institution
* Supervisory experience preferred but not required
* Collection development and programming experience

**SKILLS & ABILITIES:**

* Attitude: professional conduct, embraces and supports change, creative, enthusiastic, positive
* Initiative: self-starter, seeks opportunities, uses good judgment, takes intelligent risks
* Accountability: owns responsibilities, avoids excuses
* Service: models excellent patron interaction, collaborative within and outside of the library
* Skills: standard library and computer technology, organizational planning, readers advisory

**WORKING CONDITIONS:**

* Flexible schedule, including nights and weekends

**PHYSICAL REQUIREMENTS:**

* Sitting, standing, walking, squatting, kneeling, may have to lift up to 20 lbs

**DIRECT REPORTS:** Librarians, Library Associates