



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: AUGUST 9, 2016

CLOSING DATE: AUGUST 23, 2016

TITLE: LIBRARIAN II/YOUTH SERVICES MANAGER GRADE: M-I

DEPARTMENT: BLASCO LIBRARY

BARGAINING UNIT: NON BARGAINING

ENTRY RATE: \$20.14/HR \$39,273/YR

HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Human Resources Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountypa.gov AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS:

Performs professional and administrative duties, including planning and supervision of the Youth Services Department

DUTIES AND RESPONSIBILITIES

The Youth Services Manager must be energetic, creative, collaborative, and forward-thinking--working to further connect the Library with the community through innovative in-house and outreach programming. The successful candidate will be results oriented, strategically focused and highly knowledgeable in the area of youth services. The position coordinates youth services for the library's main location as well as its four branch locations. The manager is responsible for the following:

- Develops, administers, and implements excellent services and programming for youth and caregivers
- Plans, implements, and evaluates existing and new programs for youth designed to encourage lifelong literacy and discovery
- Coordinates outreach opportunities to extend the reach of the library into the community
- Supervises and participates in selection and maintenance of children's materials
- Coordinates and, as needed, provides reference and readers' advisory service
- Identifies grant possibilities and seeks funding to support the Youth Services Department
- Instructs patrons in the use of all library resources
- Prepares and maintains files, records, and reports as required
- Represents the library by attending meetings and conferences as required, and serves as the District Library's Youth Services Liaison
- Directs, supervises, trains and evaluates the work of Youth Service professional and support staff
- Serves as manager-in-charge of the Library during evening and weekend hours on a rotating basis
- Performs other related work as required

KNOWLEDGE, SKILLS AND ABILITIES:

Must possess the following:

- Supervisory experience
- Youth services and programming expertise and demonstrable knowledge of library principles, methods, and practices
- Broad and current knowledge of youth literature, audio and visual materials, and electronic resources.
- Current technology skills
- Ability to professionally analyze technical problems and arrive at timely solutions
- Ability to maintain good public relations
- Organization and time management skills
- Conflict management skills

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job. Organizational skills needed. Applicant must possess an MLS from an ALA-accredited graduate school.

MINIMUM REQUIREMENTS/ QUALIFICATIONS

Candidate holding an ALA accredited Masters Degree in Library and/or Information Sciences preferred, but other related degrees will be considered. A minimum of 5 years of Youth Service experience and increasing supervisory duties preferred.