

JOB DESCRIPTION
ANDERSON PUBLIC LIBRARY

Job Title: Children's Services Manager, Full-time
Department: Children's Services, Main Library
Job Grade: 328/Exempt/Salaried
Certification Level: LC2 or higher
Salary: \$47,905.73
Reports to: Director
Revised: September 2021

Job Summary: Oversees all staff and operations of Children's Services, promotion of early childhood literacy to caregivers, general reference assistance, and reader's advisory. Collaborates with Collection Services Manager in the selection and maintenance of children's materials system-wide. Collaborates with Program and Marketing Manager to develop and implement programming for the Children's Department.

Job Education and Experience:

1. Master of Library Science degree from ALA-accredited school
2. Certification from Indiana State Library
3. Three years of public library children's services and programming work experience
4. Management/supervisory work experience
5. Children's collection development experience

Job Knowledge, Skills, and Abilities:

1. Extensive knowledge of current and popular children's books, authors, websites, and general interests; extensive knowledge of children's print and computer reference resources
2. Extensive knowledge of "Every Child Ready to Read @ Your Library" model of early literacy library service and programming that promotes early literacy development
3. Proven leadership and supervisory skills
4. Excellent interpersonal skills and proven ability to serve the public with friendliness, tact, and diplomacy
5. Excellent oral and written English communication skills, including public speaking and presentation skills; Spanish-speaking skills preferred
6. Excellent planning, organizational, and problem-solving skills
7. Proficiency using personal computer system and email, Internet, Microsoft Office programs, Integrated Library System (ILS), and other computer applications relevant to job
8. Ability to delegate work effectively, set own work priorities, work well under pressure, and meet deadlines
9. Ability to plan and conduct programming of interest to children, caregivers, and families; ability to coordinate large events with community partners
10. Ability to establish and maintain effective working relationships with staff, customers, vendors, and community organizations
11. Ability to perform detailed clerical work and record keeping with accuracy
12. Ability to perform job duties of Children's Services staff
13. Valid driver's license and safe driving record for purposes of driving library van and/or personal vehicle to programming sites
14. Ability to maintain confidentiality of sensitive information
15. Ability to work a flexible schedule, including nights and weekends
16. Satisfactory criminal history background check

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires frequent sustained physical operation of computer and office equipment, with frequent in-person and phone contact with customers and library staff. While performing duties of this job, the employee is occasionally (less than 1/3 of work time) required to: work near equipment with moving mechanical parts, such as paper shredders and book carts; work at heights reached by a standard step ladder; be exposed to fumes and toxic and/or caustic chemicals typically present in insecticides and standard cleaning supplies; and be exposed to outdoor weather conditions if performing outreach activities, including driving a vehicle to service locations in potentially inclement weather. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision requirements necessary for this job include close vision, distance vision, peripheral vision, and ability to adjust focus. While performing duties of this job, the employee is regularly (over 2/3 of work time) required to: sit; use hands to finger, handle, or feel; and talk or hear. The employee must frequently (1/3 to 2/3 of work time) reach with hands and arms. Occasionally (less than 1/3 of work time), the employee must: stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. While performing duties of this job, the employee must frequently (1/3 to 2/3 of work time) exert up to ten pounds of force to lift or move objects and must occasionally (less than 1/3 of work time) exert up to 50 pounds of force to lift or move objects.

Equipment Used:

1. Personal computer system with peripherals, printer, and barcode scanner
2. Laptop computer
3. Multi-line phone system
4. Copier
5. LCD projection unit
6. DVD player
7. Ellison machine
8. Lamination machine
9. Weather radio
10. Two-way radio
11. Tiered rolling book carts
12. Step ladder
13. Library vehicle

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

Essential Job Duties:

1. Administers all functions, services, and procedures of Children's Services to address needs of library customers and staff; promotes reading and early childhood literacy to children, caregivers, and families
2. Collaborates with Program Manager planning and conducting of all children's programming activities; participates in variety of community activities and public speaking opportunities, providing positive image of the library
3. Collaborates with Program Manager to oversee accuracy and submission of programming information by established deadlines for timely promotion
4. Provides general reference assistance and reader's advisory; assists customers in selection of materials and use of computer resources and public equipment; helps resolve problem situations with customers

5. Selects, supervises, trains, and evaluates department staff; effectively schedules staff to best meet customer and library needs
6. Collaborates with Collection Services Manager on system-wide collection development duties; considers purchase recommendations from staff and customer requests in accordance with library collection development policy
7. Oversees maintenance of department collections, including shelving, weeding, mending, status changes, and organization; ensures safe, orderly, and neat environments in public service and staff areas
8. Serves on library management team and shares leadership of monthly managers meeting; collaborates with library administration in developing and implementing policies and procedures
9. Prepares monthly statistical reports, budget request, and assigned Board reports; drafts recommendations to administration for revised department services and procedures
10. Conducts regular department meetings and collaborates with staff to set objectives; monitors workload of staff and completion of tasks
11. Oversees maintenance of and expenditures and requests for departmental equipment and supplies
12. Uses Integrated Library System (ILS) efficiently to check in and check out bags of materials designed for circulation to Early Literature Outreach sites
13. Promotes library programs/services during customer interactions and participates in library activities
14. Oversees department compliance with Employee Handbook, policies, and procedures
15. Conducts timely, well-documented evaluations of department staff; provides appropriate coaching and feedback to staff concerning work performances, conducting training as needed
16. Approves and submits accurate electronic time records for department staff in timely manner for payroll
17. Regularly meets with Director to keep administration informed of department activities and to exchange information
18. Maintains reliable attendance; reports to work as scheduled and clocks in and out on time
19. Attends conferences, workshops, and training relevant to professional development and responsibilities to earn LEU's to maintain appropriate certification
20. Performs duties outlined in job functions of Children's Services employees
21. Performs other tasks and special projects assigned by library administration
22. Complies with the library's Employee Handbook, Code of Ethics, Internal Control Manual and all policies and procedures.

Other Duties:

1. May fill in at other public service desks
2. May serve on library work committees

I certify that I have read and understand the job description for my position.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____