

## **Location: Boone County Public Library – Main Library**

### **Youth Services Manager**

Boone County Public Library is seeking a dynamic, motivated individual with a positive attitude for the position of a Full time Youth Services Manager for the Main Library in Burlington, KY. Under the general direction of the Youth Services Director, the Youth Services Manager is responsible for organizing and overseeing library services to children ranging in age from infants to 17 years at the Main Library. The Youth Services Manager interacts extensively with the public and other staff members.

#### **As a Youth Services Manager, a typical date may include the following...**

- ✓ Work with the YS Director to plan and manage a program of work in the youth services department including reference, readers' advisory, and programming to support the library's mission and goals.
- ✓ Promote library services and programs to schools and organizations in the local community
- ✓ Participate in the personnel process for youth services staff including supervision, hiring, and performance development.
- ✓ Develop and monitor Youth Services department budget.
- ✓ Present programs to children of all ages and their parents/caregivers.
- ✓ Provide direct customer assistance through reference, readers' advisory and bibliographic instruction
- ✓ Participate in the evaluation and development of children's and young adult collections
- ✓ Prepare reports and compile statistics reflecting youth service activity
- Perform related duties as assigned by the Youth Services Coordinator

#### **This job maybe a good fit for you if you have...**

MLS from an accredited library school or related Master's Degree and 5 years progressively more responsible professional library experience **including** management/supervisory experience preferred

Must qualify for library certification from the state of Kentucky

- Knowledge of child behavior and development, early literacy skills.
- Thorough knowledge of children's and teen literature and online resources.
- Familiarity with current issues, theories and trends related to library services for children and teens
- Demonstrated ability to plan and present effective children's programs.
- Ability to interpret community interests, concerns and needs and to assist in developing appropriate library services and collections
- Ability to apply effective principles of leadership and supervision to maximize employee potential
- Ability to establish and maintain effective working relationships within the library and the local

community

- Ability to work independently, set priorities, and manage multiple projects
- Excellent interpersonal and communication skills; strong writing and presentation skills
- Ability to effectively lead teams and chair committees
- Proficiency with Microsoft Office products, the Internet and various software programs

**What we have to offer...**

Starting at \$50,000 - Salary commensurate with education/experience. Excellent benefits package, which includes Medical, Dental and Vision coverage at no cost to employee, generous time off policy and participation in the County Employees Retirement System as well as a tuition assistance program.

**If you have what we're looking for in this position, send cover letter with salary requirements, job application and resume to:**

Human Resources Manager  
Boone County Public Library  
1786 Burlington Pike  
Burlington, KY 41005  
[jobs@bcpl.org](mailto:jobs@bcpl.org)  
Fax 859-689-0410

**Position will remain open until filled.**