



JOB DESCRIPTION
Assistant Manager/Librarian IV – Teen Services

Classification:	Assistant Manager/Librarian IV	FLSA Status:	Exempt
Reports to:	Agency Manager	Class:	Exempt
Salary Grade:	G	Agency:	Children's Library
Salary Range	\$53,274.66 - \$72,008.36	Division:	Teen Services
Salary + Pickup:	Per Exempt Salary Schedule	Date:	2016

POSITION SUMMARY

Under the direction of the Children's Library Manager and in cooperation with the Youth Services Coordinator, the Assistant Manager Teen Services provides leadership for teen/tween services and programming at Main Library with focus on engagement and collaboration with teens/tweens (typically ages 10-18) including those with diverse backgrounds. As part of the management team of the agency, is responsible for assisting the Children's Library Manager and in the absence of the manager, is responsible for the customer's library experience in the Children's Library and Teen areas, including the physical site management, staffing, customer service and other library services. The position also takes a lead role in the development and maintenance of relationships in the area of teen/tween services in the community, including schools, businesses, and local organizations.

PRIMARY RESPONSIBILITIES

<p>Teen/Tween services – leads staff in the engagement of teen/tweens at the agency. Plans, implements and evaluates library programs and services which fulfill the diverse educational, recreational and personal needs of teens/tweens. Conducts needs assessments to identify teen needs in order to create services and programs to address identified needs. Instructs teens/tweens and caregivers in information gathering, research skills and digital literacy skills.</p>
<p>Library services – assists in the management and maintenance of a strong and current teen/tween collection, cost effective, appropriate public programs, maintenance of high quality reference and reader's advisory services, current and future technology needs and uses.</p>
<p>Staff & property management – supervises staff assigned to the teen/tween services area and in the Children's Library as required. Directs daily activities of staff and provides guidance to staff to improve teen/tween services and programming. Responsibilities include involvement in personnel matters, staff evaluations, reporting/statistics and training, establishing goals and plans for the agency with an eye for continuous improvement.</p>
<p>Leadership – in partnership with Children's Library Manager, sets the service tone for the agency, fosters teamwork and communication, guides new staff and keeps more senior staff motivated, builds consensus. Exemplifies excellent public service, technology and social skills.</p>
<p>Outreach – Leads the establishment and maintenance of teen/tween services presence in the local community by participating in organizations and committees and delegating outreach activities to staff, recommends and promotes use of Library resources and services</p>
<p>Professionalism – maintains current knowledge of profession and applies awareness to agency work, maintains active membership in professional organizations, actively participates in committee work, collaborates effectively with other Library agencies and administrators, represents the Library in a positive, professional manner</p>

EMPLOYEE KNOWLEDGE, SKILLS AND TRAINING

Knowledge & Skills

Interpersonal skills, ability to communicate and work cooperatively with all staff and the public		Advanced
Ability to plan, assign, delegate, manage and evaluate performance and assignments		Intermediate
Knowledge of principles of library science and library methods, and library resources.		Advanced
Ability to speak publicly at professional and community functions as a Library representative		Intermediate
Learner	Understands the core principles of one or more key functions of the job and may have some relevant work experience.	
Intermediate	Possesses technical knowledge and demonstrates understanding and ability to apply the knowledge to the job. Fully competent skill level.	
Advanced	Has all required technical and business knowledge spanning the key functions of the job, gained through performing complex and varied work over the course of time.	
Expert	Demonstrates mastery of all technical and business knowledge across all functions of the job, gained through highly complex and varied work; operates at a strategic level.	

Training (includes education, specialized training, certifications)

ALA-accredited MLS/MLIS	Preferred
Two (2) years professional library experience	Required
Experience with teen/tween engagement including creation and implementation of teen/tween specific services and programming.	Required
Experience with children's engagement including creation and implementation of children's specific services and programming.	Preferred
Supervisory experience	Preferred
Valid driver's license	Required

JOB COMPLEXITY AND IMPACT

Minimal level of supervision is provided, generally for problem resolution. Employee knows and understands work requirements, completes tasks without direction. Employee has independent decision-making opportunities, in more diverse and complex situations.
Functions as a first level supervisor or project lead, with responsibility for a team performing one function. Leads, assigns, monitors work and contributes to performance reviews. Implements work group strategies as directed by manager.

WORKING CONDITIONS AND PHYSICAL DEMANDS

Periodic offsite travel required within county via personal vehicle
Evening/weekend hours are part of regular schedule
Regular lifting requirement: 0 – 10 lbs Occasional lifting requirement: 10 – 25

Less than 25% of time spent exerting physical energy

Approximately 50% of time spent on a PC