

Teen Services Manager

SALARY: \$47,317 - \$59,092/ Annually

OPENING DATE: 03/26/18

CLOSING DATE: Continuous

NATURE OF WORK

Under general supervision performs professional library work of moderate difficulty in the management of the youth services division; performs related work as required or assigned.

EXAMPLE OF WORK:

(Illustrative Only) Manages the teen services/Spanish outreach division including planning and implementation of teen programs; participates in hiring, training, supervising, and evaluating staff; submits budget requests and administers operational supplies for the division; responsible for report writing and division statistics; participates in meetings and activities with outside agencies and organizations; organizes and supervises teen/Spanish outreach programs such as internet tutorials, special interest speakers, and various annual events and festivals; plans and implements workshops for public and staff; responsible for collection development and book selection; compiles bibliographies; plans and conducts tours, speeches to groups, and special programs for public and private schools; acts as advisor on teen/Spanish outreach services to the library district's branch libraries; regular and reliable attendance is required.

EXPERIENCE AND EDUCATION:

A master's degree in library science from an American Library Association (ALA) accredited college or university and two (2) years of experience in youth services in a library environment; or any combination of education, training, and experience which demonstrates the ability to perform the duties of the position. **Special requirements:** must possess and maintain a valid Arizona driver's license; requires successful completion of a background check.

This position is advertised from the minimum to the mid-point hourly rate. Salary will be determined based on education and experience at the time of offer.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: The principles and practices of modern librarianship; youth or teen psychology relating to public library services; library information tools including print resources and computer databases; children's and young adult authors, materials, and selection tools; children and young adult reader interest levels; principles and practices of supervision.

Skill in: computer operations and automated systems; providing effective customer-oriented service; providing instruction in the use of computer and print information resources; conducting research using computerized databases and the internet; supervising the work of others; establishing and maintaining effective working relationships with employees, other agencies, and the public; communicating effectively verbally and in writing.

EOE/AA/ADAAA/M/F/V/D DRUG FREE WORKPLACE

APPLICATIONS MAY BE FILED ONLINE AT:

<http://yumacountyaz.gov>

<http://www.yumacountyaz.gov/government/human-resources/employment>
