

Job Description – Children’s Services Manager

Title: Children’s Services Manager

Library: Converse County Library

Location: Converse County Library—Douglas

Reports to: Assistant Library Director

General Summary

The Children’s Services Manager is primarily responsible for planning, conducting, and facilitating programs for children, birth to grade six, at the Douglas Library. Plans, promotes, and implements special programs for children, with ideas derived from books, other libraries, online resources, and personal contact. Periodically confers with partners of the library. Covers circulation desk as required, as well as other related library duties. Selects juvenile materials. Keeps work area, fixtures, and furniture clean.

Essential Functions and Responsibilities

- Oversees the daily activities of the children’s services department.
 - Plans appropriate activities for children, birth to grade six.
 - Plans and arranges workload and establishes priorities to complete scheduled assigned work with parameters and deadlines assigned by Assistant Library Director. Uses early education materials provided by the library to frame and plan story time, turning in plans in a timely manner.
 - Pursues professional development through training, workshops, and conferences.
 - Actively participates in library management team including long-range planning, problem solving, and policy development as requested.
 - Interprets and applies general Library policies and procedures for patrons and staff.
 - Develops annual work plan for the department.
 - Plans, schedules, and produces activities for children including story hours, day care and Head Start visits, parent support groups, summer reading, after school programs, family-oriented activities, and other related youth services. This includes selection of program theme along with related books and activities.
 - Provides information to other Library personnel on the functions and activities of the Children’s Department.
 - Provides direct service to library patrons, including answering patrons’ questions regarding the use of Library resources and general questions relating to a wide variety of academic and related areas.

- Explores all possible information sources in response to patrons' inquiries, including all materials within the WYLD Network and other related sources as necessary.
- Prepares reading lists and bibliographies and develops library user guides.
- Creates displays to enhance the library collection and to promote reading.
- Visits schools and day care centers to give presentations regarding the library and its services.
- Leads tours of the library in order to promote reading and literacy and make others aware of what the library has to offer.
- Anticipates community needs by listening to the community as well as applying professional expertise.
- Provides leadership in community partnerships and serves on select committees working to provide optimal library services.
- Serves on committees, as requested, to enhance profession.
- Collaborates with the school district, daycare and preschool facilities, libraries, and a variety of other service groups and organizations as needs and opportunities arise.
- Attends work on a regular and dependable basis.
- Interacts in a professional and respectful manner with staff and the public.
- Demonstrates willingness and ability to understand and support the fundamental principles of library services, such as: open access to library materials in any format for people of all ages, the library's obligation to provide materials representing as many points of view as possible, and a patron's absolute right to privacy in dealings with the library and with respect to records maintained by the library.
- Maintains children's programming and collection budget, keeping a record of all expenditures for Business Manager.
- Prepares contract documents for presenters (to be approved by the Library Director), as needed.
- Assesses programs by keeping a record of attendance and providing a monthly statistical report to the Assistant Library Director.
- Seeks grants and other sources of funding for programs.
- Speaks to community groups as requested.
- Makes recommendations to the Assistant Library Director about materials to support programs.
- Maintains current knowledge of library and programming trends.
- Provides reference and reader's advisory guidance to children, parents, and teachers.

- Assists patrons in using the online catalog and other electronic tools and resources; assists and instructs patrons in using library services, equipment, and facilities.
- Performs other duties as assigned.

Physical and Mental Requirements

- Sufficient power of speech, hearing, or other common capabilities, with or without reasonable accommodations, to enable the employee to communicate effectively.
- Sufficient vision or other powers of observation, with or without reasonable accommodations, to enable the employee to review a wide variety of materials in both electronic and hardcopy format.
- Sufficient manual dexterity, with or without reasonable accommodations, to enable the employee to function in a general office environment.
- Ability to reach above the head and below the knee to retrieve shelved items.
- Ability to push/pull book truck of up to 50 pounds.
- Mobility necessary to assist patrons.
- Ability to travel within the country with occasional overnight travel.
- Ability to lift up to 50 pounds and handle books and materials.
- Ability to pack and unpack boxes.
- Work subject to regular interruptions, noise from children's activities, and odors associated with young children.

Tools and Equipment Used

- Office equipment, such as: computer, typewriter, technology associated with libraries today and in the future, adding machine, copier, laminating machine, multiline telephone, and fax machine.

Work Environment

- Performs work under typical library conditions

License and Certifications Requirements

- Requires a valid Wyoming driver's license
- Criminal background check

Position Hours

- Is subject to work beyond normal working hours: evenings, weekends and holidays as necessary

Disclaimers

The information contained in this job description is for compliance with the American Disabilities Act (A.D.A) and is not an exhaustive list of duties performed for this position.

The job description does not constitute an employment contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.