

Assistant Department Manager – Youth Services

The Warren-Trumbull County Public Library is searching for an Assistant Department Manager for the Youth Services Department to coordinate and implement services to children (ages 0 – 12) and other Youth Services Department users at the branch locations while supporting the library's mission and goals.

ESSENTIAL DUTIES:

- ◆ Provides reference and reader's advisory service to adult and juvenile customers.
- ◆ Plans, prepares and presents regular story times and special programs in collaboration with other department staff at any location and as requested by the Youth Services Department Manager.
- ◆ Supervises youth services staff at the branches and participates in the hiring, training, evaluating, and scheduling of those staff members.
- ◆ Instructs users individually and in groups in the use of library materials and equipment.
- ◆ Presents information about library services and programs to individuals and groups.
- ◆ Assists in the integration of ECRR program principles into pre-K activities system-wide.
- ◆ Prepares displays, website content, bibliographies, fliers, brochures and other public relations materials in cooperation with the Public Relations Department.
- ◆ Assists in the development and maintenance of branch children's (age 12 and under) materials collections with assistance of Youth Services Department personnel and Branch Managers .
- ◆ Oversees and assists with branch collection maintenance by inventory, evaluation, and weeding.
- ◆ In cooperation with branch Youth Services staff, establishes and maintains working relationships with the schools, child care providers, home school parents, businesses, social services, and other agencies within each branch locations' service area.
- ◆ Maintains a working knowledge of materials collections and trends in children's literature and youth services and the profession through in-service workshops, meetings, conferences, professional literature and organizational memberships.

QUALIFICATIONS/REQUIREMENTS:

A Masters in Library and Information Science degree from an ALA-accredited college or university is required. Two or more years of professional (post-MLS) experience in children's services is required. One-year prior supervisory experience is preferred. Knowledge and experience in using computers and various software programs to include the Internet and online databases. Must possess a valid Ohio driver's license.

SALARY/BENEFITS:

Annual salary range \$34,944 - \$43,680, DOQ. Full OPERS employer pickup. Please refer to the Employee Benefits link for benefits information.

HOW TO APPLY:

Please submit resume, letter of interest, names of 3 professional references and copy of college transcripts. For full consideration, please respond by **February 6, 2009.**