

BOROUGH OF WILKINSBURG

JOB TITLE: **CHILDREN'S LIBRARY MANAGER**

DEPARTMENT: LIBRARY

REPORTS TO: LIBRARY DIRECTOR

LAST REVISED: JANUARY 2022

POSITION PURPOSE AND OBJECTIVES: The Wilkinsburg Public Library is seeking an enthusiastic candidate to fill the role of Children's Library Manager. The Children's Library Manager is tasked with performing programming, outreach, collection development, and circulation activities in support of library services with a focus on youth ages 0-18. Requires supervising other library staff and other duties within the scope of library services.

ESSENTIAL JOB FUNCTIONS:

- Coordinates and conducts fun, educational, and innovative programming for all ages 0-18.
- Responsible for collection development of all juvenile and teen materials.
- Develops and maintains effective community relations by visiting schools and community groups to promote library services for youth.
- Directs and supervises the operations of the Children's Library; makes assignments to staff; trains, and evaluates staff.
- Provides an inclusive and welcoming atmosphere for all within the library.
- Manages daily library operations and special projects as assigned
- Catalogs all new materials, whether purchased or gifts, and prepares them for processing
- Monitors collection budget
- Participates in the interview and selection process of new staff members for the Children's Library.
- Prepares monthly work schedule and statistical reports (circulation, program attendance, inventory etc.) for the Library Board and Library Director; additional reports may be required when special events are scheduled
- Assists patrons in using library materials, equipment, and computers
- Prepares and submits news and publicity releases
- Attends meetings and participates in continuing education as required
- Provides reader's advisory and reference services for children and adults
- Performs other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge of current library trends; collection development skills, particularly in regard to juvenile and teen materials; Working knowledge of technology including but not limited to basic PC and mobile device operations and troubleshooting; basic email operations; Microsoft Office functions; Experience working with youth in a library or other informal educational setting; Excellent oral and written communication skills; Ability to complete projects independently and as a member of a team.

Considerable judgment is required in establishing work procedures and performing duties. The work of this class may involve matters of a confidential nature. Although the work is supervised, this position requires the exercise of sound judgment, personal initiative, and minimal supervision. Considerable knowledge of principles, practices and methods of library science with specialized knowledge of children's literature; establish and maintain a good working relationship with children, the general public, and co-workers; create display areas; possess skills of verbal and non-verbal conflict resolution.; thorough knowledge of business English, spelling, and arithmetic. Ability to prepare appropriate business correspondence when necessary. Must be able to operate in a facility with PC, copier and other office equipment as well as current and other future digital devices. Must possess a valid PA Driver's License.

WORKING CONDITIONS: Work is performed in a generally comfortable indoor environment.

PHYSICAL DEMANDS: (SEDENTARY) Requires sitting, bending or stooping to file, light lifting of office materials, ability to lift 25 pounds, normal corrected vision and hearing, operation of office equipment and use of electronic gaming equipment.

MINIMUM QUALIFICATIONS:

Education: Graduation from a four-year college or university. Master's Degree in Library Science from an ALA accredited college or university is preferred but not required.

Experience: A minimum of 5 years of public library experience and a minimum of 2 years of supervisory experience is preferred. Knowledge of Sierra (library circulation software) preferred or any equivalent combination of experience or training which provides the required knowledge, skills and abilities.

PA State Police Criminal record check, Drug Screening, PA Child Abuse History clearance and FBI fingerprints are required to begin work.

Proof of current COVID vaccination required.

DISCLAIMER: The preceding description is not designed to be a complete list of all duties and responsibilities required of the Children’s Library Manager.

Approved: _____
Department Head

Borough Manager

Original Approval

Revised