

YOUTH AND COMMUNITY OUTREACH SERVICES MANAGER (MANAGEMENT LIBRARIAN) (Milwaukee Public Library)

PURPOSE: Under general guidance, the Manager of the Youth and Community Outreach Services (YCOS) section oversees all outreach, early literacy programs, young adult services, materials delivery, public services, and programs to child care centers and other selected agencies, as well as collection development and maintenance. Oversees system-wide services to young adults, which include services to youth aged 13 through 18, and their parents, teachers, and others interested in young adult services. Assists the Librarian V - Coordinator of YCOS in providing children's services system-wide for youth aged preschool through 14, parents, educators, and others interested in children's literature.

ESSENTIAL FUNCTIONS:

- Plan and coordinate young adult (YA) services for the Milwaukee Public Library (MPL) system, in consultation with the Librarian V - Coordinator of Youth Services and other managers.
 - Propose ideas and methods to increase use of the library and library materials by teens.
 - Oversee the selection and maintenance of the library system's YA collection.
 - Serve as library liaison to community leaders, adults, and organizations serving youth.
 - Coordinate and advise staff on techniques for YA programs, and conduct regular meetings for system-wide YA librarians.
 - Supervise, train, develop, and evaluate performance of staff assigned to YCOS.
 - Function as the principal assistant to the Coordinator of Youth Services, and serve as acting coordinator when necessary.
 - Assist the Coordinator of Youth Services in providing children's programs and materials system-wide.
 - Provide direct service to adults, young adults, and children in the Central Library Children's Room or selected agencies.
 - Direct, supervise, and work with staff to provide van-delivered outreach library services to persons of all ages at designated agencies within the city. Oversee development and maintenance of the library system's outreach services collection.
 - Participate in determining and implementing library and agency goals and objectives.
 - Initiate, write, follow through on, and evaluate adult, YA, or juvenile grant-funded projects. Write articles for publication.
 - Serve as Librarian-in-Charge of the Central Library as scheduled, and perform other duties as assigned.
- ❖ *The person in this position must be willing to work a flexible schedule, including evenings and weekends.*
- ❖ *The Milwaukee Public Library is committed to providing the highest quality of service to internal and external customers. In meeting this commitment, employees are expected to be knowledgeable, competent, dependable and courteous in the performance of their job responsibilities and to work cooperatively as part of a team. Visit www.mpl.org for more information about the Milwaukee Public Library.*

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MINIMUM REQUIREMENTS:

1. Master's Degree in Library and Information Studies from an ALA accredited school.
2. Five years of increasingly responsible professional librarian experience, at least two of which have involved significant work with children and young adults.
3. Residency in the City of Milwaukee within six months of appointment and throughout employment.
4. Valid driver's license at time of appointment and throughout employment.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**Technical Knowledge:**

- Strong interest in and broad knowledge of services to youth as well as an understanding of children's and teen developmental stages.
- Thorough knowledge of literature for youth, reference procedures, and modern public library organization procedures, policies, aims, and services.
- Ability to design new programs to adapt to community needs and the library's strategic plan.
- Superior ability to organize work, manage one's time, and coordinate people and resources.

Communication Skills:

- Excellent oral communication skills, both one-on-one and before audiences.
- Excellent written communication skills, including the ability to write for publications.

Customer Service, Interpersonal, and Supervisory Skills:

- Strong customer service orientation, including interest in and commitment to teens and teen development.
- Ability to work effectively with staff, the public, and community leaders.
- Supervisory skills, including the ability to train, motivate, and evaluate staff as well as plan, layout, direct, and coordinate their work.

THE CURRENT SALARY RANGE (007) IS: \$53,519 to \$74,922 annually with excellent benefits. Recruitment is normally at the beginning of the pay range.