

## Watauga County Public Library Youth Services Manager

Do you believe that learning to read is essential but that loving to read is the key to lifelong learning? Do you enjoy working closely with a small, dedicated team to bring excellent quality programming, services, and collections to children, their caregivers, and the agencies that serve both? Are you ready to increase your managerial responsibilities, working collaboratively with other department managers to ensure consistency, quality, and equity throughout the library, beginning in your own department? We serve a rural community of nearly 55,000 in the northwestern corner of North Carolina. Our beautiful library, situated on a hill at an elevation of just over 3200 feet, is one block from downtown Boone in picturesque Watauga County, known for its outdoor recreation, Appalachian State University, and rich cultural arts.

DATE LISTED: March 6, 2023

CLASS TITLE/JOB TITLE: Manager III / Youth Services Manager

LIBRARY: Watauga County Public Library

CITY: Boone, NC

NC STARTING SALARY: \$42,635.72

**QUALIFICATIONS:** Graduation from an ALA-accredited school of Library and Information Science with a Master's degree in library science and a minimum of 1 year of public library experience in addition to or including 1 year of supervisory experience; or an equivalent combination of relevant education and experience. Must be eligible for North Carolina Public Librarian Certification.

**DUTIES:** An employee in this position is responsible for planning, organizing, directing, and promoting public library programs and services for youth and teens in a particular county. This employee supervises all staff and volunteers assigned to the Youth Services Department. This employee is considered an expert in the delivery of library services to children and provides guidance and assistance throughout the library system on an as needed basis.

**EXAMPLES OF WORK:** Responsible for collection development for all juvenile collections; manages budget line items; develops, implements, and evaluates short, middle, and long range plans; serves as liaison between the public library and a public/private agency and schools and home schools serving people under 13 years of age; publicizes for departmental positions, interviews, and hires staff; trains, supervises, and evaluates staff and volunteers; plans, develops, and implements programming and special projects; plans, prepares, and presents qualitative and quantitative reports; plans, develops, and implements innovative programs, concepts, promotions, etc. to increase circulation and patron registration; periodically assumes full responsibility for the operation and security of the library

**SELECTED KNOWLEDGE, SKILLS, AND ABILITIES:** Ability to deal tactfully, courteously, and effectively with the public and other employees; considerable knowledge of professional library principles, practices and techniques; considerable knowledge of reading process, reading problems, and readability of library materials; considerable knowledge of children's print, electronic, and audiovisual materials; ability to conduct a successful reference interview and to assist patrons in meeting their informational and recreational needs; ability to plan, develop, and present programs that meet public library goals/objectives, seasonal needs, and child growth/development needs; ability to develop or adapt

evaluative instruments for assessing effectiveness of programs; ability to exercise initiative and independent judgment; ability to plan own work flow and set priorities TO APPLY: Send cover letter, resume, and references to Monica Caruso at [hr@arlibrary.org](mailto:hr@arlibrary.org)

CLOSING DATE: Open until filled.