



ROCKFORD PUBLIC LIBRARY

Job Opening

Rockford Public Library is a customer-driven organization whose employees are committed to providing superior customer service to all library users.

JOB TITLE: Youth Services Manager

Employment application must be submitted via email: personnel@rockfordpubliclibrary.org
Complete employment application at: <https://www.rockfordpubliclibrary.org/about-rpl/careers>

☒ Full-Time
☒ Day Shift

☒ Weekends
☒ Evening Shift

STARTING ANNUAL SALARY: \$65,000 (with generous benefits)

GENERAL STATEMENT OF DUTIES: Under general direction of the Executive Director, the Youth Services Manager oversees the day-to-day operations of Youth Services, which includes scheduling for proper coverage, conflict resolution, and management of work activities for employees within the department. The successful candidate will evaluate/revise Youth Services programs, services, and policies in relation to the Library's mission and long range plans; supervise outreach of Youth Services; coordinate activities and establish procedures; train, supervise, assign, and evaluate the work of Youth Services staff; plan and develop work schemes for material flow; provide orientation/training for new employees; train public and staff in proper use of digital tools and resources; work in coordination with the Collections Manager to maintain the relevancy and freshness of youth collections; attend management meetings; chair and serve on committees; supervise the maintenance of records and statistics to measure the effectiveness of the department; and perform any duties assigned to ensure continuation of services and to keep the library operating at current standards.

QUALIFICATIONS: Completion of the curriculum requirements for a Master's Degree in Library Science from an ALA-accredited school is required. A minimum of three (3) years of progressive experience working with youth in a public library setting and experience as a children's librarian are highly desirable; knowledge of library standards and techniques; skill and ability to plan, assign, coordinate, and equally supervise the work of all direct reports; basic knowledge of personnel management and of supervising members of a bargaining unit; familiarity with planning and budgeting processes; excellent public service skills, including judgment and tact when handling staff/customer concerns; flexibility in adapting to change; very high functioning technology skills; and the ability to assist the library in today's ever-changing digital world are required to be considered for an interview.

ROCKFORD PUBLIC LIBRARY HIRING PROCEDURES: Each opening within the Rockford Public Library is posted for a specified period of days. Anyone may apply for the position during that posting period unless designated "Internal Posting Only." At the end of that time, all applications will be reviewed and qualified candidates will be identified. When there are applications from a department of the Rockford Public Library, these applications will be considered first. Applicants must send employment application, resume, and cover letter via email to personnel@rockfordpubliclibrary.org by the expiration date. All employees hired after November 6, 1986 are subject to employment verification using the U.S. Immigration and Naturalization Service I-9 Form. Rockford Public Library is committed to hiring and employing without regard to race, color, religion, natural origin, sex, ancestry, age or non-job related disability. Individuals needing disability-related accommodations for interviews should request them in advance.

Requesting Department: Youth Services

Classification: Exempt

☒ Budgeted Replacement ☐ Budgeted Addition ☐ Unbudgeted Addition

Approved by:

Human Resources Director