



**JOB DESCRIPTION**  
**ANDERSON PUBLIC LIBRARY**

<b>Job Title:</b>	Youth Services Manager
<b>Department:</b>	Youth Services
<b>FLSA Status:</b>	Exempt
<b>Employment Status:</b>	Full time
<b>Pay Grade:</b>	52
<b>Supervisor's Title:</b>	Library Director
<b>Last Revision:</b>	September 2025

**Job Summary:** The Youth Services Manager is responsible for the operations of Youth Services, coordinating and facilitating mission-driven procedures, services, programs, and outreach to youth from birth to age 18.

**Essential Job Duties:**

1. Adds value as a key member of management. Understands the organization, financials, industry, customers, and strategy.
2. Selects, supervises, trains, and evaluates department staff and effectively schedules staff to best meet library needs.
3. Manages budgets and resources and understands their department's and the organization's overall financial position.
4. Manages vendors and outside service providers. Sets expectations and holds them accountable.
5. Administers all functions, services, and procedures of the Youth Services department. Promotes reading and early childhood literacy to children, caregivers, and families.
6. Collaborates with other department managers to plan library-wide programs and reading programs. Plans and conducts programming activities for youth. Provides a positive image of the library by participating in a variety of community activities and public speaking opportunities.
7. Provides general reference assistance and reader's advisory. Assists customers in selection of materials and use of computer resources and public equipment. Helps resolve customer issues.
8. Oversees maintenance of department collections, including shelving, weeding, mending, status changes, and organization. Ensures safe, orderly, and neat environments in public service and staff areas.
9. Drafts recommendations to administration for revised department services and procedures.
10. Oversees maintenance of and expenditures and requests for departmental equipment and supplies.
11. Promotes library programs/services during customer interactions and participates in library activities.
12. Performs duties outlined in job functions of Youth Services staff.
13. Assumes in-charge duties in absence of the Library Director, Assistant Director, or other department manager as needed.
14. Serves on library management team. Collaborates with library administration in developing and implementing policies and procedures.

15. Complies with Anderson Public Library's policies, procedures, rules, guidelines, requirements, standards, principles, and practices applicable to the job, including [but not limited to] work scheduling and attendance, customer service, use of Library property and equipment, personal and professional conduct, and confidentiality.
16. Performs other duties as assigned.

**Job Education and Experience:**

- Education: Master's Degree in Library Information and Science is required.
- Certifications or licensure: LC3 or higher is required.
- Years of relevant experience: 5 to 7 years is required.
- Years of experience supervising: 2 to 5 years is preferred/required.
- A valid driver's license, automobile insurance, and reliable personal transportation is required.

**Job Knowledge, Skills, and Abilities:**

1. Knowledge of library operations and services.
2. Knowledge of customer interest levels related to youth library materials, programs, and services ages birth through 18.
3. Knowledge of best practices in collection development that foster relevant, balanced, diverse, and inclusive collections, proper budgetary management, and related topics.
4. Knowledge of "Every Child Ready to Read @ Your Library" model of early literacy library service and programming that promotes early literacy development.
5. Skill in customer service.
6. Skill in public speaking.
7. Ability to implement and manage change within their department and/or organization.

**Work Environment:**

Typically performs work sitting in an office that requires frequent walking, light lifting, carrying, bending, grasping, pushing, and other limited physical activities. Requires frequent sustained physical operation of computer, office, and printing equipment, with frequent in-person and phone contacts with customers and library staff.

**Physical Demands:**

Specific vision requirements necessary for this job include close vision and ability to adjust focus.

While performing duties of this job, the employee is regularly required to:

- Frequently [over 2/3 of work time] sit and use hands to finger, handle, or feel; and talk or hear.
- Frequently [1/3 to 2/3 of work time] reach with hands and arms.
- Occasionally [less than 1/3 of work time], the employee must: stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.

- Frequently [1/3 to 2/3 of work time] exert up to 10 pounds of force to lift or move objects and must occasionally [less than 1/3 of work time] exert up to 25 pounds of force to lift or move objects.

**Equipment Used:**

Equipment used includes computers, email/calendar software, internet/intranet browsers, word processing, spreadsheets, database software, and various other software, hardware, and job-specific technology and equipment.

*The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Core Values:**

Good Stewardship	Open Access	Community Focus	Collaboration	Purpose Driven
------------------	-------------	-----------------	---------------	----------------

**Acknowledgment:**

*I certify that I have read and understand the job description for my position. I understand the job description does not constitute an employment agreement and is subject to change at any time by the employer.*

\_\_\_\_\_  
Employee Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Manager Signature:

\_\_\_\_\_  
Date: