Herrick District Library

**Position:** Librarian II – Youth Services Manager
**Grade:** A-3
**Salary:** $68,058 to $84,032 annually. Exempt position. Generous benefits package.
**Reports to:** Director

**Position Summary:**

The Youth Services Manager is responsible for the development, implementation, and evaluation of library services, programs, and spaces for children, teens, and their families. This position oversees all aspects of youth services and leads a team dedicated to fostering literacy, learning, and a love of reading in young people.

The ideal candidate will be a creative and collaborative leader with strong knowledge of youth literature, childhood development, programming, and community engagement.

**Essential Functions:**

1. **Leadership** – Active member of the Management Team. Collaborates with other managers to set and achieve organizational goals. Participates in strategic planning and decision-making. Applies the library’s mission, core values, and goals within the Youth Services Department. Establishes and monitors the department’s annual budget. Regularly serves as supervisor-in-charge of the library.
2. **Department Management** – Supervises, trains, schedules, and evaluates youth services staff. Promotes a positive, inclusive, and innovative team environment. Oversees youth-focused spaces and collections to ensure safety, accessibility, and engagement.
3. **Youth Spaces and Technology** – Oversees and evaluates youth spaces within the library. Develops a vision for youth engagement through flexible, inclusive, and creative environments. Identifies and integrates relevant technologies that support learning, play, and digital literacy for youth.
4. **Programs and Services** – Designs and delivers innovative and age-appropriate programs for children, teens, and families. Coordinates and evaluates programs presented by Youth Services staff. Plans outreach and partnerships with schools, childcare providers, and community organizations.
5. **Community Engagement** – Builds strong relationships with local educators, parents, and community groups. Represents the library at community events. Advocates for youth literacy, learning, and equity.
6. **Customer Service** – Provides exemplary service to youth and their families. Assists with readers’ advisory, reference, and use of library resources. Creates an inviting, inclusive environment for young patrons and caregivers.
7. **Data and Evaluation** – Collects and analyzes usage and participation data. Prepares reports and uses findings to improve programs, collections, and services. Stays informed on trends in youth services, education, and library innovation.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions:

* Requires lifting, pushing, pulling, and carrying objects weighing up to 50 pounds
* Frequently requires use of office equipment as well as long periods of sitting, standing, or walking as needed
* Requires stooping and crouching
* Requires reaching, including overhead reaching

**Qualifications:**

* Master’s degree in library science or a related field is required
* Minimum of five years of experience in a public library, including work with youth populations
* Experience planning programs and managing collections for children and teens
* Management or supervisory experience is preferred
* Strong knowledge of youth literature, developmental stages, and educational practices
* Ideal candidate is positive, solution-oriented, and passionate about serving the public

**To Apply:**
Please submit a resume, cover letter, and completed job application to business@herrickdl.org by September 18, 2025.