JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Children’s Services Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Library</td>
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<tr>
<td>Reports to Position:</td>
<td>Library Director</td>
</tr>
<tr>
<td>Location:</td>
<td>Marion Public Library</td>
</tr>
<tr>
<td>Effect Date:</td>
<td>7/1/17</td>
</tr>
<tr>
<td>Civil Service:</td>
<td>N/A</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>NB PayScale</td>
</tr>
<tr>
<td>Overtime Status:</td>
<td>Salary</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

This is a supervisory professional position at the Marion Public Library. The employee manages a program of the library under the direction and supervision of the Library Director. The employee assists the library’s diverse patron population, both in person and through performing specialized library functions.

The employee serves as a member of the management team that develops library policies, service programs, and collections; participates in strategic planning and problem solving, marketing and outreach activities, space utilization planning and display of library materials.

ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

Management of Children’s Services and Collections

- Plan, coordinate, and manage children’s services
- Plan, coordinate, and manage children’s library materials collections
- Plan, coordinate, and manage marketing of children’s services
- Plan, coordinate, manage, and conduct reading and other programs for children, including story times for children of all ages and summer and winter reading programs
- Plan, coordinate, manage library elementary and pre-school outreach program
- Work with parents and community groups to encourage reading and library use among children
- Applies appropriate web-based and information technology applications to the provision of children's services

Other Responsibilities

- Train, supervise, and evaluate division staff
- Conduct library tours
- Attend and participate in library staff meetings and training sessions
- Participate in professional organizations and continuing education activities
- Work at public service desks
- Supervision of the library when the Library Director and the Assistant Library Director are not present

Daily work may include some clerical and paraprofessional tasks including but not limited to general circulation duties and minor maintenance.

REQUIRED KNOWLEDGE AND SKILLS

List key dimensions (measurements for success) for this position:

- Knowledge children’s services and collection management
- Knowledge of child development and behavior
- Knowledge of children’s literature and youth culture; awareness of trends
- Knowledge of children’s and family literacy practices and programs
- Ability to tell stories and work with children of all ages
- Knowledge of the principles and practices of library science
• Demonstrated ability to apply knowledge of professional practices to library services, including but not limited to programming, reference service, collection development, and organization of information
• Familiarity with web-based library services and applications and ability to apply this knowledge to provide services
• Ability to communicate clearly and concisely, both orally and in writing
• Ability to perform mathematics necessary calculating statistics and performing quantitative analysis of services
• Ability to work with minimum supervision
• Ability to supervise, train and evaluate staff
• Ability to represent the library to the public and profession

ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

• Ability to sit, bend, stoop, reach, stand, push, pull as required
• Physical agility, strength and dexterity necessary for handling library materials,
• Ability to use keyboard and mouse
• Ability to lift up to 35 pounds

The employee is expected to possess the cognitive ability essential for rational decision-making regarding operational needs and the problems of the position, as well as the psychological and emotional stability and capable of functioning and making decisions under high-stress situations. The employee shall not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.

The employee is expected to be able to hear, speak, read, write, and understand English and possess the interpersonal skills necessary to interact effectively with the public and other employees.

QUALIFICATIONS

List the minimum requirements to be considered for this position:

• MLS degree or its equivalent from an American Library Association accredited program is required.
• Experience in providing children's services is preferred but not required and may be substituted for by an MLS degree or its equivalent from an ALA accredited LIS program.
• A valid Iowa driver’s license is required.

WORKING CONDITIONS

List working conditions for this position:

• Works in an office environment
• May be required to work some overtime upon demand of workload
• The Marion Public Library is a busy, customer focused library with a high level of use by patrons of all ages. Patrons have high expectations regarding the quality and efficiency of library service.
• Program coordinators are required to work one evening per week and in a Saturday-Sunday rotation. They regularly work with and have access to patron records that are confidential according to the Code of Iowa.

REQUIRED BACKGROUND CHECKS

List working conditions for this position:

• Worker’s Compensation Background check
• Sex Offender Registry
• Drug Screening
• Driving Record
• Pre-Employment Physical