

Job Posting

Manager of Youth Services

Flint Public Library seeks an experienced, highly organized and creative librarian to lead our Youth Services department. The ideal candidate should be passionate about building and leading a team to provide a wide range of youth services and programming while leveraging the opportunities provided by our beautiful newly renovated library and its youth spaces. We are looking for someone who will be excited to build relationships with public schools and community organizations and explore ways to serve youth both inside and outside the library. Everyone at Flint Public Library is committed to equity and inclusion while serving our diverse community.

This is a new position. The Manager of Youth Services will have an opportunity to build a team, to mentor and develop our enthusiastic and energetic youth team of 4 to 6 professional staff. The Manager will work with the library's Director of Library Operations and the Executive Leadership team to shape strategic goals for youth services in context of the library's strategic goals.

The job requires a Master's Degree in Library and Information Science plus experience. See the Job Description at www.fpl.info for full details.

How to apply:

Email a letter of interest and a resume to jobposting@fpl.info. The letter can be addressed to: Flint Public Library Human Resources. This job opportunity is open until filled.

Compensation Package:

Salary Range: \$66,253 to \$72,397

Work hours: 2080 per year, average workweek 40 hours. This position requires the Manager to participate in public service along with youth team members, so the hours of work will generally follow those of the public services staff, as described in the job description and below

Benefits:

- Health, Dental & Vision – library pays 80% of premium, employee pays 20% coverage available for full family
- Health Care Savings Plan employer contribution after 5 years of employment.
- Defined benefit pension plan (MERS), 10 year vesting multiplier of 1.5%, 5 year highest salary average
- Employee funded 457 Plan
- Employer paid life insurance and long term disability
- Additional employee paid insurance provided through AFLAC
- Paid Vacation days ranging from 10 days per year to 20 days per year dependent upon seniority
- Paid Sick leave 96 hours awarded annually.
- Paid Personal leave 16 hours awarded annually.
- Paid Holidays 14 days plus 16 hours of floating holiday.

About Flint Public Library

Flint Public Library serves the people of Flint, Michigan, through a 90,000 square foot library located in the amazing Flint Cultural Center. The fully renovated library building re-opened to the public in May 2022 after a multi-year transformation that more than doubled the space for children's services and digital services, dedicated a new space for local history and genealogy, and created 19 public meeting rooms of various sizes.

The Library recognizes that we now live in a knowledge economy, where most people can no longer earn a living wage by making things, as they did when factories were the anchor of the local economy. The Library aims to ensure that Flint citizens have digital skills, high literacy, and the ability to keep learning new things to be competitive for the best jobs. That's why the Library's **mission is to be Flint's go-to place to learn for life.**

This mission helps to guide the Library's areas of focus. While some things, such as having books and serving as a hub for local genealogy and history will remain a given, the Library invests most of its resources in the following three priorities.

- **Early Childhood Literacy:** Helping parents and caregivers prepare children to read and exposing kids to STEM programming.

LEARN FOR LIFE

- **Digital Learning:** Filling the technology education gap by exposing students to aspects of computer science and making technology accessible to the public.
- **Community Hub:** Providing an abundant and welcoming space where people can gather for learning, dialogue, or entertainment.

Flint Public Library's most important requirement of staff is a commitment to provide excellent customer service in an environment that welcomes diverse populations.

The Library has a small and dedicated staff, with between 30 and 35 permanent staff who serve the 81,000 residents of Flint five days a week. All public service staff work the same days and hours: Tuesday through Saturday, including three evenings. See www.fpl.info for library open hours. Staff has five holiday weekend Saturdays off throughout the year and can arrange weekends off during their vacations. Administrative staff generally work Monday through Friday with some evenings and weekends required.

If you have not visited Flint and have only heard about it on the news, please come and see the reality. The people of Flint love their City and community. They work diligently from the neighborhood level on up to help the community thrive and grow. They love their library and have always voted Yes to funding requests, including bonds for the library renovation. Flint Public Library strives to fulfill the community's trust in us and provide the services they want and need. Join our team and be a part of it!

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Manager of Youth Services

Reports to: Director of Library Operations
Range: Non-Union, range \$66,253 - \$72,397
52-week position, 40 hours per week (See Note)
Supervises: Youth Services staff (Children and Teen)

Summary: *This a new position.* The Manager of Youth Services manages and develops a team of talented and enthusiastic Youth Services Specialists and leads the development and delivery of programs, services and collections for children and teens, both inside and outside the library, in collaboration with the Youth Services team members and the Library's Executive Leadership.

Duties

1. Works closely with the Library's Executive Leadership to shape and develop this new position with the goal of creating a high-performing and highly motivated Youth Services team to serve our community.
2. Plans, directs, supervises and reviews the work of four to six youth services staff. Assigns work activities and coordinates schedules, projects and programs.
3. Coaches, trains and motivates staff. Develops youth services staff as a cohesive team. Provides constructive feedback; reviews and evaluates work and makes effective suggestions and recommendations. Coordinates and/or provides staff training.
4. Creates a staff schedule to ensure coverage of the desk, outreach and programming; includes self in the schedule and coordinates with Library Scheduler for additional coverage as needed.
5. Provides excellent customer service. Performs regular reference desk work, programming and story time duties with Youth Services team members.
6. Plans and implements intensive year-round programming and outreach activities in collaboration with team members.
7. Works with local schools, preschools, daycares and other youth-serving local organizations to facilitate and inspire library usage and engagement with reading.

8. Maintains collection and programming budgets. Tracks and evaluates relevant metrics and statistics. Assigns collection responsibilities to team members and monitors their selections and budgets.
9. Evaluates staff performance; assists executive leadership with managing employee relations under the collective bargaining agreement.
10. Anticipates, seeks out and responds to community needs, tracks library trends and brings innovative ideas into services, programs and collections.
11. Works closely with Executive Leadership in strategic planning and policy development/implementation.
12. Performs other duties as requested.

Qualifications and Job Requirements

1. This job requires a Master's Degree in Library and Information Science from an ALA accredited institution and a minimum of 5 years' experience working with youth in a library setting. An equivalent combination of education and experience will be considered.
2. A minimum of two years' experience in a supervisory role is required. Equivalent experience such as leading project or service teams within a library will be considered.
3. Demonstrated commitment to excellent customer service and creating a welcoming environment for diverse populations.
4. Effective interpersonal communication skills involving enunciation and articulation and the ability to present prepared materials to various audiences.
5. Relevant experience in programming, collection development and outreach.
6. Computer skills to effectively utilize library and business applications as well as a variety of other digital media platforms, and a demonstrated ability to self-learn new digital skills.
7. Ability to travel between work locations and related places of business as needed.
8. Ability to perform work under minimal supervision with latitude in exercising judgment in determining work methods and results.
9. Ability to work in situations with multiple deadlines while working with formal and informal leaders across internal library departments and/or external agencies using project management and relationship building skills.
10. Hearing ability to answer telephone inquiries and visual abilities to facilitate interactions while using technology.
11. Physical ability to lift/carry materials weighing up to 50 pounds.

Working Conditions

1. Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust, and noise; there may be some outdoor work.
2. May include out of county or out of state travel for meetings and conferences.
3. Work hours may be varied, including evenings and weekend hours.
4. Frequent sitting/standing in one position for extended periods of time.

NOTE about working hours:

Flint Public Library is open to the public Tuesday through Saturday. All public service staff work those hours, which includes three evenings (see www.fpl.info for open hours). Saturdays off are available on five holiday weekends throughout the year and with staff vacations.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. The details herein are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.