



# County of Anoka

## Employment Opportunity

An Affirmative Action/Equal Opportunity Employer  
Apply online at: [www.anokacounty.us](http://www.anokacounty.us)

Opening Date: February 3, 2012  
Closing Date: February 20, 2012

Salary : \$58,185 - \$71,390/annually  
Job # : 12023

### YOUTH SERVICES MANAGER

Include responses to Supplemental Questions with the application no later than 4:30 p.m. on the closing date of the position.

The Anoka County Library has an immediate opening for a Youth Services Manager who will coordinate, supervise and develop effective collections, services and programs to serve the library and information needs of Anoka County's children and young people; to provide in-service education and guidance to staff working with youth; and will maintain regular and effective contact with educators, daycare providers, other Anoka County departments, and youth workers.

#### EXAMPLES OF ESSENTIAL DUTIES (ILLUSTRATIVE ONLY):

Requests, develops, and manages children's and young adults' materials budget of \$265,000; coordinating the work of youth services selectors to provide Anoka County youth and families with a balanced high quality collection of materials in a variety of formats; receives and responds to customer requests for reconsideration of children's and young adults' materials; maintains experience and real-life expertise by working on the service desk, provide reference and reader advisory services for youth and staff; responds to inquiries on procedures; provides direction, information and instruction on youth services; develops and coordinates Anoka County Library's (ACL) youth services utilizing and synthesizing input from a multitude of sources; responsible for creating web and intranet content in areas of responsibility; develops and coordinates system-wide programming for youth, including story times, summer reading programs, after school programs and special events; plans and develops related public relations materials; develops fund-raising campaign; works with volunteers and coordinates services and programs with outside agencies; serves on the Public Services Operations Council--the team charged with setting procedures, recommending policies, and managing public services for ACL; plans and establishes best practices, and provides training for Anoka County Library staff to develop their competence in the area of youth services and literature; other duties as assigned.

#### REQUIREMENTS:

Master's Degree in Library Science or equivalent; minimum of five years of progressively responsible professional experience in public library youth services; or equivalent combination of education and experience.

**Knowledge of:** Principles and methods of professional librarian work with children and youth; in-depth knowledge of literature for youth.

**Ability to:** Engage in system planning and development and to actively participate in decision-making; manage budgets and to coordinate work of professional colleagues; speak and effectively communicate with individuals and groups of both youth and adults; select, acquire and manage materials in a variety of formats for the library collection; effectively plan and provide workshops and seminars for library staff and other youth workers.

**Skill in:** Developing and executing programs and events for youth; public relations and inter-agency coordination; dealing with a variety of library users and staff; written and oral communications.

Anoka County complies with the Americans With Disabilities Act. (TDD-for hearing impaired 763-323-5544). If you need an accommodation because of a disability, or have further questions regarding the application process, please call Human Resources at 763-323-5525.

**Grade: 14**