McHenry Public Library District

809 N. Front St. McHenry, IL 60050

**Librarian II -- Youth Services Assistant Manager/Young Adult Librarian**

Can’t live without Instagram & Tumblr? Love YA books, the Maker Movement and consider ***Entertainment Weekly*** required reading? Do you love supervising staff but also love helping customers discover their potential in the library and working with middle school/high school age students? Do you consider creative problem solving and staff empowerment essential in enthusiastically delivering superior customer service? If these attributes meet your criteria for an exciting job, then we’re looking for you as our next Youth Services Assistant Manager/Young Adult Librarian.

In this position, you’ll work as part of a team within a single, combined public services desk shared with Adult Services, delivering exemplary service to adults and children (our Youth Svcs. Dept. focuses on young people from birth to age 20/their caregivers) through reference, readers’ advisory and technology instruction. You’ll work on the central service desk as well as being the second-in-command manager for a department of 8 staff members. Additionally, as the Young Adult Librarian you will be charged with taking our teen services to new heights by offering creative services and programs and innovative collections to area teens. You’ll focus on collection development, integrating electronic resources with print resources, adding to an already outstanding collection. You will also act as liaison to the local high schools and teen-related community groups, design and implement YA programs, and be responsible for the teen social media and website content.

As the Youth Services Assistant Manager you will work in concert with the Manager, sharing departmental duties to create a dynamic, fun, creative and forward-thinking department for customers and staff alike. Some duties the Assistant Manager shares with the Department Manager are creating schedules, tracking department budgets, staff training, supervision of staff and volunteers, and library technology implementation as well as designing and leading staff training days, evaluating policies and procedures for effectiveness, and creating program ideas and broader-based department goals aligned with the library’s strategic plan. You will also get the opportunity to serve on a wide variety of consortium-based library committees, attend state and national library meetings, assist in creating and developing department-wide goals, programs and procedures. The position is an exempt, full-time (37.5 hrs per week) position, including regularly scheduled evening and weekend hours, where the person may be the librarian-in-charge of the building.

Salary $40,170 - $55,500 depending upon qualifications/experience. Moving stipend negotiable. Full benefits package including medical/dental/vision, life insurance and IMRF pension plan. The MPLD is an equal opportunity employer and ADA compliant.

**Necessary Skills and Desirable Traits:**

Strong customer service skills and ability to “deliver customer service that exceeds the customer’s expectations”

Strong organizational and time/people management skills along with the ability to prioritize individual and departmental projects and help in guiding staff in using their time more efficiently, cooperatively and effectively

Excellent interpersonal skills and strong verbal and written communication skills

Ability to take a big-picture view while maintaining attention to detail

Willingness to try new ideas and help others in meeting their personal goals to complete programs and projects; ability to analyze the success/failure of a program/collection or new service

Strong problem solving and decision-making skills along with staff negotiation skills

Ability to think creatively in order to evaluate current services and producers in order to propose new ideas for improvement

A broad knowledge of children’s and young adult literature and current trends in library services for youth and young adults

Experience with current library technologies and their application, as well as being an advocate for use of emerging technologies in a library setting

Bilingual/Spanish desirable

**Requirements:**

MLS from an ALA-accredited school

At least 3 years of experience working with Young Adults and Children in a library setting

Successful supervisory experience of multiple staff members within a multi-department library (supervisory experience in other venues/business will be considered and is a plus)

Ability and willingness to work nights and weekends as scheduled

**Application deadline: March 3, 2014. To apply, send cover letter, resume and list of references to:**

**Mail to:** Lesley Jakacki, Youth Services Manager

McHenry Public Library District  
 809 N. Front St.  
 McHenry, IL 60050

**Email to:** ljakacki@mchenrylibrary.org   
**Fax to:** 815-385-7085