



**CITY OF CENTER POINT
CENTER POINT PUBLIC LIBRARY**

Youth Services Manager (Full-Time)

JOB SUMMARY

This full-time position manages the operation of the Youth Services Department and supports general day-to-day library functions. Primary responsibilities are centered in the Youth Department, including planning and leading programs for children and teens, maintaining the youth collection, and assisting patrons with library services. The position also includes shared responsibilities in opening and closing the library and supporting front-line services.

REQUIREMENTS AND QUALIFICATIONS

- Bachelor's Degree required; master's in library and information science (MLIS) from an ALA-accredited program preferred.
 - 1–3 years of library experience
 - Experience working with children and teens is highly desirable.
 - Demonstrated leadership, planning, and organizational skills.
 - Strong written and verbal communication skills.
 - Proficient in Microsoft Office, Internet, social media platforms (e.g., Facebook, Instagram), and integrated library systems.
 - Ability to develop and manage budgets, schedules, and project timelines.
 - Excellent interpersonal and customer service skills.
 - Ability to work independently and collaboratively in a fast-paced environment.
 - Physically able to stand, bend, squat, and lift up to 40 pounds.
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PREFERRED SKILLS AND KNOWLEDGE

- Experience with Sierra Integrated Library System
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EXAMPLES OF WORK

- Prepare the children's and pre-teen areas for opening and closing.



- Plan, coordinate, and lead youth and teen programs and events.
- Assist patrons with library services, resources, and technologies.
- Issue and manage library cards and patron accounts.
- Process daily transactions including fines and fees.
- Check in/out materials, manage holds, and process interlibrary loans.
- Select, catalog, and maintain youth and teen collections.
- Provide reader's advisory and reference services to children and caregivers.
- Assist with marketing youth services and programming through flyers, social media, and the library's website.
- Weed outdated or damaged materials.
- Attend professional development opportunities.
- Serve as back-up for other departments and help open or close the library as needed.
- Perform other duties as assigned

SALARY, HOURS, AND BENEFITS

40 hours per week including nights and weekends.

Salary: \$36,795.20

Excellent benefits package to include health, vision, dental, and retirement.

HOW TO APPLY

Email cover letter, resume, and application by Nov 18 to:

Cara Wilhelm

Director

Center Point Public Library

533 Sunhill Road NW

Center Point, AL 35215

Email: cara.wilhelm@centerpointlibrary.org



All employees must complete and successfully pass a background check and drug screening upon hire. Position available immediately.

NO PHONE CALLS PLEASE