



POSITION OPEN

**Knox County Public Library System
Children's Services Manager – 40 Hrs. per week
Lawson McGhee Library**

1083-001

PURPOSE OF CLASSIFICATION: The purpose of this classification is responsible for planning development and administration of children's collections/service/programs at the Central Library with system wide imaginative leadership. Duties include, but are not limited to: supervising staff, managing and evaluating staff of the Children's Department at the Central Library; developing children's programming; setting goals for Children's Services Department; developing community partnerships to enhance Library Services and programs; and performing additional duties as assigned by the Sr. Director Library Services.

ESSENTIAL FUNCTIONS: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Serves as an advisor to Materials Selection Committee. Selects print, media and online materials for the Children's Department. Develops children's programming for the Central Library, including story hours, reading, media, arts and cultural programs, displays and exhibits and library tours. Oversees the day-to-day operations of the Central Library Children's Department; including hiring, training and evaluation of employees, scheduling, assigning duties and preparing timesheets. Requires the exercise of professional judgment in planning and implementing programs for children and acts as an advisor to the children's collection development committee. Builds community partnerships to enhance library services and programs. Sets goals for Children's Services Department. Keeps up-to-date with trends in Library and Information Science. Serves on Library Committees and task forces and prepares statistical reports. Provides reference service to patrons, including assistance in using the Library's online catalog and databases. Interprets Library rules and policies in an attempt to resolve patron concerns and complaints.

ADDITIONAL JOB FUNCTIONS: Requires professional understanding of librarianship, especially children's services and programming, child growth and development. Responds to and reports immediately if called upon by local regional or central office supervisors, as part of a coordinated emergency response by the Knox County Department of Health. Performs other related duties as required.

MINIMUM TRAINING AND QUALIFICATIONS: Master's Degree in Library Science from an ALA-accredited college or university, or related field; supplemented by a minimum of (5) years experience in children's services in public, school or academic libraries; or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities for this position.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and library equipment such as computers, printers, telephones, photocopiers, PC projector, scanner and fax machines. Must be able to use body members to work, move or carry objects or materials. Physical demand requirements are at levels of those for sedentary work.

SCHEDULE: Monday – Friday 8:00 a.m. – 5:00 p.m.; Saturday and evening in rotation

SALARY: \$48,712.25 annually

DEADLINE: Applications must be received in the office by November 13, 2009 (4:30 p.m.)

If you need reasonable accommodations to complete an application or for an interview, please contact the Department of Human Resources. Some accommodations take several days to arrange. Please notify us early to make the arrangements.

Non-discrimination: Knox County prohibits discrimination in employment on the basis of race, color, sex, age, religion, national origin, and disability status.

APPLY TO:

Knox County Human Resources, Room 360, City/County Building, 400 Main Street, Knoxville, TN 37902. Knox County is an Equal Opportunity Employer.