

Youth Services Manager

Direct Supervisor	Deputy Director
Department	Library
Version Date	7/21/2026
Salary Grade	15
FLSA Status	Exempt
Position Status	Budgeted for January 2027



Department and Position Summary:

Mead Public Library's Youth Services Department serves as a vital community hub for early literacy, learning, and family engagement, providing children, teens, and caregivers with high-quality programs, curated collections, and welcoming spaces that spark curiosity and a lifelong love of reading.

The youth services manager provides forward-thinking leadership for this department, supervises staff, and oversees programming, and collection development for children and teens while ensuring the department's goals align with the mission, vision, and strategic priorities of Mead Public Library. This position works collaboratively across the library to support staff, enforce library policy consistently and fairly, and champion a progressive, innovative vision for youth services that reflects best practices in early literacy, child development, and community engagement. It is imperative that job duties are performed with respect, integrity, objectivity, and in the best interest of the City. This position requires discretion while working with the public and a high level of professional judgment. All City employees are expected to be honest and truthful at all times.

Essential Responsibilities:

- Supervise, schedule, train, mentor, and evaluate Youth Services staff, including librarians, paraprofessionals, and part-time staff, providing the consistent, hands-on guidance this team requires.
- Recruit, hire, onboard, and develop department staff in partnership with library administration and Human Resources; address performance concerns and administer progressive discipline as needed.
- Direct the planning, design, and evaluation of programming and services for children (birth–age 12) and teens, ensuring offerings are research-based, developmentally appropriate, and responsive to community needs.
- Oversee collection development for youth and teen materials across all formats, including selection, weeding, budgeting, and ensuring the collection reflects diverse, inclusive, and current community interests.
- Set and communicate a progressive, forward-thinking vision for the Youth Services Department that anticipates emerging trends in early literacy, digital learning, and family engagement.
- Align department goals, programming, and services with the mission, vision, and strategic plan of Mead Public Library and the City of Sheboygan.
- Partner with members of the library's leadership team to interpret, apply, and consistently enforce library policy across all service points.

Youth Services Manager

- Build and sustain partnerships with schools, early childhood organizations, social service agencies, and community partners to extend the library's impact on literacy and school readiness.
- Develop, monitor, and manage the department's operating budget, including programming, materials, and supply expenditures.
- Prepare reports, statistics, and grant applications related to Youth Services outcomes and community impact.
- Respond to and de-escalate patron concerns, behavioral incidents, and other service challenges within the department, escalating to Library Administration when appropriate.

General Responsibilities:

- Provide direct public service at the Youth Services desk, including readers' advisory, reference assistance, and technology help for children, teens, and caregivers.
- Represent the library at community events, outreach visits, school partnerships, and off-site programming.
- Participate in library-wide committees, planning teams, and professional development initiatives.
- Support data entry, statistics tracking, and other administrative tasks related to department operations.

Education & Experience:

- Master of Library and Information Science from an ALA-accredited institution required.
 - Minimum of three (3) years of supervising, training, and mentoring Youth Services staff is preferred.
 - Demonstrated knowledge of child development, early literacy practice, and age-appropriate programming for children and teens required.
 - Possession and maintenance of a valid driver's license and auto insurance in accordance with State of Wisconsin law required.
- ### Knowledge, Skills, and Abilities:
- Strong working knowledge of early literacy, child and adolescent development, and family engagement best practices.
 - Demonstrated ability to supervise, coach, and develop a team with varying levels of training and experience, fostering a collaborative and accountable department culture.
 - Skilled in collection development principles, including selection, budgeting, weeding, and evaluating materials across print, digital, and multimedia formats for children and teens.
 - Ability to design, implement, and evaluate innovative, research-based programming which anticipates the changing needs of children, teens, and families.
 - Ability to interpret and consistently apply library policy, exercising sound judgment and professional discretion.
 - Excellent interpersonal, written, and verbal communication skills, with the ability to build relationships with staff, patrons, schools, and community partners.
 - Ability to align department planning and goals with organizational mission, vision, and strategic priorities.
 - Proficiency with integrated library systems, standard office software, and emerging technologies relevant to Youth Services.
 - Ability to manage a department budget responsibly and to prepare clear reports on programming outcomes and community impact.
 - Commitment to intellectual freedom, equitable access, and inclusive service to all children, teens, and families in the community.

Youth Services Manager

Post Job Offer Requirements:

Job offers for this position are contingent on the individual passing a pre-employment background check.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Work Environment:

Work is performed primarily in a library setting, with regular movement between public service desks, program spaces, offices, and storage/workroom areas.

Employee frequently must stand, walk, sit, talk, hear, and reach with hands and arms while supervising staff and delivering or overseeing programs for children and teens. Employee occasionally must lift, bend, stoop, and retrieve books, materials, and program supplies weighing up to 25–30 pounds. Position requires the operation of office and program equipment, as well as repetitive hand movement and fine coordination to operate computer equipment. Employee may be required to travel to other locations for meetings, trainings, conferences, school visits, and community outreach. Occasional attendance at evening or weekend programs and meetings may be required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Acknowledgement:

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

My signature below is both an acknowledgement of my understanding of the job description for this position and my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City's Strategic Plan.

_____ Employee	_____ Date
_____ Department Head	_____ Date
_____ Human Resources Director	_____ Date
_____ City Administrator	_____ Date