

Role Description

MANAGER, YOUTH SERVICES - PERMANENT FULL TIME

POSITION NUMBER: 8678

PAY GRADE: 6 \$50.654 - \$59.242 HOURLY

LOCATION: CENTRAL LIBRARY - TRAVEL THROUGHOUT THE CITY WILL BE REQUIRED

SCHEDULE: 35 HOURS PER WEEK (EVENINGS AND WEEKENDS AS REQUIRED)

START DATE: AS SOON AS POSSIBLE

Summary:

Reporting to the Director of Collections and Program Development, the Manager of Youth Services is responsible for;

- as the lead for Youth Services, use innovative approaches as well as embracing technology to coordinate and evaluate all aspects of passive, online and community programs and services related to Youth across the system
- works with all system managers on the performance of space, collections and limited in branch programming related to Youth Services
- assist and develop strategies for engagement and outreach with both Youth Services and community partners
- promote the value of and raise awareness of Youth Services both internally and externally

Job Duties:

- Implements various strategies to promote the value and increase the visibility of the Youth Services through outreach, event-planning, marketing, research, information sharing with staff and engagement with the broader Hamilton community
- Provides support for the development and management of strategic partnerships, including outreach activities, the development of agreements, the facilitating of data sharing and the promotion of the value of community information and Youth Services
- Uses a computer for various office suite applications (email, scheduling, word processing, spreadsheets, graphics, flow charting, etc.)
- Continually assess services using data from a variety of sources to ensure service remain responsive, safe and relevant
- Completes regular performance reviews, provides support with staff development and necessary training throughout the system focused on community information and youth specific based on a strong understanding of equity, diversity and inclusion
- In one year will evidence community connections, partnerships and new member engagement via a dynamic partnership list

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- Manage department budget
- Act as a system resources for Youth Services engagement
- Work with all managers to adjust policy and procedures
- Contribute to the development and implementation of the Library's Strategic Plan.
- Commit to, support and communicate system values to all staff
- Maintain professional affiliations
- Work collaboratively with all Youth Service community partners to facilitate off-site programming, member engagement and developing new partner co-lead programs.
- Maintain knowledge of relevant legislation, policies and professional issues including copyright and intellectual freedom
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Performs other duties as assigned

Minimum Qualifications:

- Master's Degree in Information or Library Science. A degree in Education would be an asset.
- A minimum of three to five years recent experience with community engagement, community information leadership and youth services.
- Demonstrated ability to work collaboratively with both the community and internal stakeholders.
- Demonstrated ability to create partner lead programs on and off site, co-lead community programs, new partnership and new member engagement.
- Experience working in a library environment providing, improving and evaluating Library information Services is preferred
- Knowledgeable of, and experience working with, various social services, non-profits, public services, etc. in the Hamilton Community
- Using computer applications including word processing, spreadsheet and presentation software, Internet browsers and information sharing technology such as Wikis to create and share content
- Excellent team player with the ability to collaborate and work effectively in a complex decision-making environment
- Strong commitment to high professional and ethical standards. Able to build trust and maintain confidentiality when appropriate
- Skilled in written and oral communication to understand written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information in writing so that others will understand. This includes skill in preparing or reviewing written

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materials, including reports, routine correspondence and instructions, non-routine technical issues, one-time business justifications, etc.

- Strong leadership skills with a focus on both team building and achieving impact and the ability to self-start and motivate others
- Effectively managing multiple projects and priorities at the same time and meeting deadlines
- Knowledge of current trends and professional issues in public library services, social services and community information services
- Commitment to principles of intellectual freedom, inclusiveness, service excellence and the Library's mission, values and goals

Please be aware the selection process may involve any of interviews, test, and presentations or any combination thereof.

Applying:

- The deadline for this application is 11:59pm on Thursday May 12, 2022
- Please visit www.hpl.ca and proceed to Jobs at HPL to apply through City of Hamilton recruiting site
- Candidates proceeding to the formal interview process will also be required to submit a minimum of three (3) references as well as copies of proof of key qualifications (i.e. degrees, certifications, licences, driving abstract)
- Submission of references also stands as consent to obtain reference checks, personal or background checks and personnel file information as the Hamilton Public Library may require in connection with your employment. We respect the confidentiality of applicants and check references near the final stages of the selection process
- The successful candidate will have to provide original proof of a Criminal Record and Judicial Matters Check. It is understood that the various checks referred are for employment purposes only and you agree that you will not hold any party liable for the information given or received
- By submitting a resume, you are declaring that the information contained is true and complete to your knowledge. You understand that a false statement may disqualify you from employment or cause your dismissal. We thank all applicants who apply and advise that only those selected for an interview will be contacted

The Hamilton Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an

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employment opportunity, please advise Human Resources if you require accommodation.

Vaccine Verification – As a condition of employment you are required to provide proof that you are fully vaccinated or provide proof of valid exemption satisfactory to the employer prior to your start date. You must acknowledge and agree to comply with any future vaccine policy requirements as an ongoing condition of employment at the City of Hamilton.