

The McMillan Memorial Library is seeking an energetic Young Adult Services Manager who embodies our mission to “Strengthen our community through lifelong learning” and can engage our community to help teens achieve their goals.

Would you like to join a team which is a 2019 Finalist for the National Medal for Museum & Library Service? Want to be part of a library which values community engagement? Would you like to have an ample budget for young adult programming and materials? How about one of the best makerspaces in the state to program in? Would you like to work in a library well positioned for the 21st century? If the answer is yes, apply to join our team.

**Job Duties:**

- Collaborate with team and community members to develop, promote and facilitate innovative programs to meet the needs and interests of the community’s young adult population.
- Oversee a team to support young adult programming.
- Facilitate the work and activities of teen volunteers.
- Build and maintain the Young Adult collection, ensuring it is diverse, current and relevant.
- Work to engage young adults with the collection in ways that allow them to follow their interests and discover new ones.
- Conduct outreach to and develop partnerships with community based organizations, schools and local businesses to promote the library’s services.
- Develop and maintain content for the library website and social media platforms.
- Encourage 21st century literacies.
- Provide reference services and recommendations using all available resources.
- Assist with staffing public service points and opening/closing procedures.
- Maintain a working knowledge of trends in young adult literature, educational and development needs, youth services and the profession.
- Understand Library policies and procedures and can apply them to library operations.
- Serve as the Library’s representative on various South Central Library System and LINK committees and workgroups.
- Other duties as assigned.

**The ideal candidate will have:**

- MLS from an ALA accredited school.
- Previous professional library experience.
- Experience building partnerships with local organizations and schools.
- Experience creating and conducting a variety of innovative programs for Young Adults
- Strong commitment to public service and community building
- Excellent customer service skills.
- Excellent problem solving and communications skills.
- Supervisory background.
- Social media and computer expertise.

## **Compensation**

2019 Salary scale starts at \$56,808. Excellent benefits including health insurance and 4 weeks vacation after one year.

## **Other Requirements**

- **Communication Skills:** effectively communicate ideas and information both in written and verbal form.
- **Planning and Organization Skills:** develop required plans to solve problems; take advantage of opportunities to accomplish goals; establish systematic methods of accomplishing goals.
- **Time Management:** set priorities in order to meet assignment deadlines.
- **Flexible work hours,** with some evening and weekend hours. Some local travel required.

## **About the library**

McMillan Memorial Library is located in Wisconsin Rapids and serves 40,000 people. We have a \$1,923,695 annual budget; 19 FTE including 6 FTE with M.L.S.; 45,000-square-foot building with 265-seat auditorium. 5,000-square-foot Library Commons area with coffee shop. Makerspace with recording studio and the ability to record auditorium performances. Recently renovated Youth Services space. Endowment and high level of ongoing private funding. Excellent programs for all ages supported by strong programming budget. Member of South Central Library System sharing open source Koha automation system. Library website at [www.mcmillanlibrary.org](http://www.mcmillanlibrary.org).

Wisconsin Rapids offers a high quality of life, low housing costs, numerous outdoor opportunities and excellent educational institutions.

Application Deadline: Monday, June 10, 2019. Send letter of application with resume including three references to Business Office, McMillan Memorial Library, 490 E. Grand Ave., Wisconsin Rapids, WI 54494 or email to Administrative Services Manager Vicki Steiner at [vsteiner@mcmillanlibrary.org](mailto:vsteiner@mcmillanlibrary.org). Equal-opportunity employer.