CLASS TITLE: MANAGER OF YOU MEDIA

CHARACTERISTICS OF THE CLASS

Under direction, plans and develops curriculum and manages daily activities for the department’s YOU Media program in the Harold Washington Library Center (HWLC) and at designated library branch facilities; and performs related duties as required.

ESSENTIAL DUTIES

- Supervises library personnel responsible for developing digital programming based on the youth driven YOU Media model.
- Creates literature based programming and workshops including book discussion groups and spoken word events.
- Oversees the work of contracted mentors engaged in the development and implementation of interactive teen programming.
- Coordinates and monitors digital programming including music production, graphic design and photography.
- Provides reference services to teen patrons for bibliographic and technological inquiries.
- Establishes and maintains partnerships with educational, cultural and civic organizations to develop collaborative projects for teen patrons.
- Researches and purchases print and on-line resources including books, periodicals, software and digital materials for teens.
- Evaluates existing space design and recommends modifications in layout to encourage teen literacy and interactive experiences (i.e., gaming software and peripheral equipment).
- Oversees and administers the YOU Media budget and monitors related expenditures.
- Updates and maintains statistical and narrative reports of program activities to inform senior staff and funders of accomplishments.
- Represents the department at workshops and conferences to discuss the YOU Media model.

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited American Library Association college or university with a Master's degree in Library Science or an approved foreign credential evaluation plus four years of professional library experience of which two years are in a supervisory role related to the responsibilities of the position.
Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems, scanner)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:
- *supervisory methods, practices and procedures
- *trends in print and digital library resources for teen patrons
- *communicating through social networking tools (i.e., Facebook, Twitter, Tumblr, Pinterest, etc.)
- *exhibit administration, design, and development

Moderate knowledge of:
- *computer software packages (i.e., Aviary, iWorkPages, IRemix) and applications and on-line library systems
- *specialized library and interactive programs and services for teens (i.e., digital photography, music production, podcasting, etc.)
- *bibliographic and technological reference services and resources

Some knowledge of:
- grant administration policies, methods, practices and procedures
- budget preparation and analysis
- statistical and narrative report generation

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
• *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
• *JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
• *SOCIAL PERCEPTIVENESS – Demonstrate awareness of other’s reactions and understand why they react as they do

Abilities

• COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
• SPEAK - Communicate information and ideas in speaking so others will understand
• COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
• WRITE - Communicate information and ideas in writing so others will understand
• COME UP WITH IDEAS – Come up with a number of ideas about a topic
• DEMONSTRATE ORIGINALITY – Come up with unusual or clever ideas about a topic or situation or to develop creative ways to solve a problem

Other Work Requirements

• INITIATIVE - Demonstrate willingness to take on job challenges
• CONCERN FOR OTHERS – Demonstrate sensitivity to others’ needs and feelings and be understanding and helpful on the job
• ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
• DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
• INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
• ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
Date: October, 2012