



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Job Description

Job Title: Manager, Youth & Family Services

FLSA: Exempt

Date: 3/2026

Job Summary: Manages and serves as an advisor to staff, member libraries and trustees in areas of youth and family services, outreach and digital services; provides advice, guidance, support, training and liaison services from Upper Hudson Library System (UHLS) to member libraries and trustees; serves as a member of the UHLS Managers Group; performs other duties as assigned.

Essential Functions:

1. Provides leadership, training and support for member library execution of the summer reading program and other year-round youth-oriented programs;
 2. Collaborates with UHLS and member library staff to recommend and plan new UHLS services;
 3. Researches grant opportunities, writes grant proposals, and implements funded programs for youth and family services;
 4. Provides information, motivation, training, networking and collaborative opportunities to member libraries;
 5. Supervises the work of a System Support Associate;
 6. Develops budget for youth and family services and manages expenditures;
 7. Engages in outreach and partnership development with community agencies;
 8. Manages collection development of UHLS youth and family loanable collections and contributes to the development of digital collections;
 9. Keeps informed of developments in the field through active participation in professional meetings and conferences, professional journals, and staff interaction; and
 10. Performs other duties as assigned.
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Required Knowledge, Skills, and Abilities:

1. Can quickly attain working knowledge of UHLS policies and procedures;
2. Has a broad scope of knowledge of current trends in youth services as well as library services in general;
3. Is able to effectively communicate and work with other staff members and maintain effective working relationships with staff and others;
4. Is able to use sound judgment and take initiative in making recommendations for improvements in services;
5. Can prioritize and multitask;

6. Is able to move light material and equipment; and
 7. Possesses a valid New York State driver's license (or equivalent) or has access to reliable transportation to visit member libraries and attend events, meetings and trainings.
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Education and Experience:

1. MLS or equivalent degree from an ALA accredited school of library and information science; and
 2. Five years of relevant professional library experience in a public or school library, two years of which must include supervisory responsibilities; or
 3. Equivalent combination of technical training, education, and experience; and
 4. Possession of or eligibility to obtain a New York State Public Librarian's Professional Certificate (required).
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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

This is a full-time position, with a 35-hour work week scheduled Monday – Friday, plus an hour lunch, with occasional evening and weekend hours required. This position currently offers remote work up to two days per week, subject to the organization's needs. The position includes a competitive benefits package and participation in the NYS Retirement System. The salary range for this position is \$70,000 - \$75,000.

Please submit a cover letter, resume, and the names and contact information for three professional references via email to searchcommittee@uhls.org. Applications are due by COB Friday, April 3, 2026.