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| Position Title: | Department Head |
| Department: | Adult Services |
| Grade: | 9 |
| Immediate Supervisor: | Executive Director |

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| Position Summary |
| <p>An exempt supervisory position responsible for reference and readers' services for adults and young adults, the performance of the Adult Services department staff, and the development of the adult and young adult materials collections. Reports directly to the Executive Director. Supervises Adult Services Librarians and Associates. Works in cooperation with management team in pursuit of library goals. Full-time, 37.5 hours per week including some night and weekend work shifts. Schedule is subject to change.</p> |
| Qualifications |
| <ul style="list-style-type: none"> • MLS degree from ALA accredited library school • Minimum three years of professional library work experience, preferably in a public library • Prior supervisory experience required • Computer literacy is required; experience with online databases preferred • Knowledge of library services and processes including reference methodology, readers' assistance, selection of materials, cataloging and classification, appropriate technology, and programming • Budget management experience preferred • Valid driver's license or access to transportation |
| Essential Position Duties & Responsibilities |
| <ul style="list-style-type: none"> • Assumes overall responsibility for library services for adults and young adults including planning and providing leadership for staff development • Provides direct service to patrons and encourages use of reference and readers' advisory services. This includes providing assistance in-person, over the telephone, and via the Internet • Responsible for making property tax levy recommendations regarding all aspects of library services for adults and young adults; developing and monitoring departmental budget • Participates in management team planning and leads department in implementing strategic objectives, which includes but is not limited to investigating emerging technologies and new services that support the Strategic Plan • Represents Library at appropriate professional, educational, and community activities |

- In cooperation with other members of the management team, supervises Library in temporary absence of the Executive Director, Technical Services & Automation Operations Manager, and Children's Services and Public Operations Manager
- Provides leadership and guidance to department staff: interviews, makes recommendations for hiring, trains, supervises, and evaluates Adult Services Librarians and Associates
- Responsible for the development of the adult and young adult materials collections, which includes working with all selectors and monitoring the selection of current titles in all media/formats
- Presents library-related programs outside the Library to community groups as time permits
- Supervises promotion of departmental activities: creation of attractive displays and exhibits on an ongoing basis
- Compiles, maintains, and reports statistics relating to departmental activities
- Responsible for Adult Services Department staff and programming schedules
- Schedules and conducts monthly department meetings
- Makes recommendations for appropriate evaluation measures; responsible for conducting surveys, analyzing, and reporting results
- Assists with the development and maintenance of library policy statements and procedures
- Provides professional reference service utilizing all print and electronic resources of the library and referring questions beyond the scope of this library to appropriate resources
- Remains informed and current regarding use of all resources and technological trends to assist with library services to adults and young adults
- Negotiates licensing of web-based reference products
- Makes recommendations to Executive Director regarding new resources and equipment to improve service
- Provides training for staff in use of electronic resources
- Demonstrates skill set for position's technology competencies
- Performs other duties as needed

Physical Requirements

- Must be able to move with patrons throughout the building to provide, explain and interpret resources
- Frequent sitting, moving, bending, stooping, lifting, and reaching
- Must be able to bend and reach to access and move materials on upper and lower shelves
- Must be able to push and pull a fully loaded book cart as needed
- Lifting up to 40 lbs.
- Vision for near and far

Basic Requirements for All Library Employees

- Commitment to provide excellent service to all library patrons
- Commitment to create and maintain positive working relationships with staff
- Ability to exercise good judgment at all times
- Ability to work independently and accurately with details
- Ability to communicate effectively and clearly
- Working knowledge and adherence to library policies and procedures
- Working knowledge of personal computer, mouse, keyboard, telephone, fax, printers, scanners, and copiers

Last revision: July 26, 2023