



ADULT SERVICES DIRECTOR

A full time, exempt position, responsible for the administration of the Adult Services Department. Work involves providing leadership and management of adult services and activities of employees. Serves as Person-in-Charge as assigned. Reports to the Executive Director. Evening and weekend work may be required. Access to transportation is required.

Primary Responsibilities

- Hires, trains, schedules, supervises, and evaluates staff
- Works at the public service desk, performing reference and reader's advisory service; places interlibrary loan requests
- Assists patrons in the use of library technology; trains staff to do the same
- Plans, implements, and evaluates programs for adults and staff; assigns programming responsibilities to staff and guides them in doing the same
- Represents the library to the community by giving talks and tours and visiting local organizations
- Responsible for the development and maintenance of the departmental collection and the monitoring of the materials budget
- Responsible for the overall organization, appearance, appeal, and safety of the Adult Services Department
- Responsible for the contents of the Adult Services Department page on library website
- Compiles statistics for monthly and annual reports
- Monitors patron use of adult areas; responsible for opening and closing procedures
- Understands and enforces library policies and procedures
- Serves on the management team and assists with developing, implementing, and evaluating of library policies, as well as both short and long term goals of the library
- Attends relevant meetings, workshops, and training as well as coordinating professional development for staff
- Performs other duties as assigned

Performance Expectations

- Advanced knowledge of professional library practices, literature, and current technology
- Ability to establish and maintain effective working relationships with staff and patrons
- Ability to set priorities, make independent decisions, and exercise discretion with library patrons and staff
- Ability to work collaboratively and effectively resolve service issues using independent judgement
- Excellent verbal and written communication skills with all ages, in English
- A friendly and approachable manner with the ability to calmly exercise tact and diplomacy in difficult situations
- Willingness to learn new skills and procedures; easily adaptable to change
- Exceptional organizational skills and sharp attention to detail
- A team player who contributes to a positive work environment
- Ability to bend, stoop, lift, and carry

Qualifications

- A master's degree from an ALA accredited LIS program
- Minimum of two years of library reference work experience; supervisory experience preferred