

## **Adult Services Manager/Librarian (MLIS)**

**Date Prepared:** June 2020

**Reports to:** Director

**Basic Function:** Oversees all aspects of the Adult Services Department.

**Subordinates:** Adult Services Coordinators and Adult Services Assistants

**Level:** 108 or 110(MLIS)

**Status:** Non-exempt

**Nature and Scope:** This individual manages all aspects of the Adult Services Department by providing guidance and assignments to the Adult Services Coordinators and Adult Services Assistants; Maintaining the adult collections through collection development and weeding; responsible for managing budgets assigned by Director; Leads adult programming development and assists with program delivery as required; Works with the Director to maintain Adult Services areas of the library. In addition, the Adult Services Manager is trained to work at all public service points.

**Principal Accountabilities:** Orders a variety of formats for the adult collection. Is aware of trends, including bestsellers and popular authors. Understands CREW weeding guidelines and weeds the collection accordingly. Leads programming discussions with subordinates and gives constructive feedback. Assists with program implementation as needed. Represents the Adult Service Division in the community. Understands the budgets assigned and makes appropriate decisions on expenditures. Assists the Director with design of adult service areas. Works at public service points as scheduled.

**Essential Duties of the Position: (other duties appropriate to the classification may be assigned as necessary.)**

- Leads discussion and helps plan Adult Services programming and displays
- Schedules Adult Services programming system-wide using appropriate software
- Attends and helps facilitate adult programming as warranted
- Catalogs adult items with an understanding of Dewey Decimal and current collection
- Supervises Adult Services Coordinators and Adult Services Assistants
- Makes decisions on items damaged in the adult collection
- Evaluates and determines needs of Adult Service Division
- Works with Director to problem solve areas of the Adult Service Division
- Attends programming meetings

- Leads Adult Services Department meetings
- Collaborates with others in community to benefit all adults
- Appears publicly on behalf of the Adult Services Department at speaking engagements
- Leads all aspects of Adult Services Summer Reading Program and solicits donations in a positive and enthusiastic manner
- Thinks outside of the “traditional library” bringing fresh ideas to the Adult Services Department and area
- Practices good budgeting and expenditure decisions
- Reports Adult Services statistics to Director by deadlines
- Provides technology training opportunities for patrons and staff
- Is familiar and stays current with digital resources in the profession
- Organizes homebound services and delegates tasks as needed
- Maintains Interlibrary Loans and delegates tasks as needed
- Is active in community organizations
- Assists patrons at all public service points
- Works with other departments to better library programming and services
- Responsible for call offs and schedule in Director’s absence (when no Assistant Director or Circulation Manager)
- Assists Director in hiring Adult Services Department staff

**Acceptable Skills, Knowledge, and Abilities:**

- Knowledge of adult collection with a passion for reader’s advisory
- Enjoys following adult trends and interests
- Excellent decision-making skills
- Excellent oral and written communication skills; listening and interpersonal skills; organizational skills; public speaking skills
- Expertise in computer and information technology skills
- Familiarity with current technology and library trends
- Willingness to seek/receive professional development opportunities, provided by reputable institutions/organizations and/or library staff
- Ability to plan both short and long term
- Ability to work effectively with other staff
- Ability to work a flexible schedule, including evenings and weekends
- Ability to learn library routines, rules, procedures, and policies and apply them, always with a solution-driven and helpful attitude
- Ability to work with the public of all ages, always with courtesy and respect
- Ability to organize
- Ability to manage a budget
- Ability to set, communicate, and enforce deadlines

- Ability to work independently and collaboratively
- Ability to supervise others with enthusiasm and respect
- Neat appearance appropriate for work in a public building
- Ability to lift 30 lbs.
- Four-year degree from an accredited college or university required; Master's in Library and Information Science degree preferred