GEAUGA COUNTY PUBLIC LIBRARY

Position description

Position Title: Head of Adult Services

Classification: Assistant Manager

Hours /FLSA status: Non-Exempt Full Time

Schedule includes full days, evenings and weekend rotation

Location: Bainbridge, Ohio

Reports to: Building Manager

Staff Supervised: 4 Adult Services Assistants

**Position Summary:** In addition to fulfilling responsibilities in the absence of the Library Manager, oversees and provides direct reference service, and oversees all facets of adult services including staff training, collection development, weeding, and adult programming.

**Essential Job Functions:** This list is illustrative, but not exhaustive for this position.

* Coordinates all activities of the adult services department including the development of programming.
* Interviews, selects, trains and evaluates adult services staff. Assumes responsibility for the adult materials collection, print and electronic, including selection and weeding.
* Monitors adult materials budget.
* Provides direct public service for patrons of all ages.
* Assists the manager in administration, management, planning, and oversees the operation of the library in the manager’s absence.
* Keeps up with new technologies and innovations in the library field.
* Continues professional development by attending workshops and seminars.
* Encourages professional development of staff.

**Minimum Knowledge, Skills, Abilities and Other Characteristics:**

* Experience in monitoring materials budgets, book selection, and collection development
* Experience in reference and adult services
* Strong public service skills
* Ability to work with people of all ages including staff, volunteers, and the general public
* Working knowledge of PCs and software, and technology
* Experience with electronic reference sources
* Strong readers advisory skills
* Able to apply new technologies to enhance and promote the services of the department and the library
* Keeps up to date with innovations in the library field and how they will impact library services and collection development
* Willingness and adaptability to work in a changing work environment

**Minimum Education, Experience, and Licensing Requirements:**

* ALA Accredited MLS/MLIS degree
* Has reliable transportation in order to meet work obligations

**Application Deadline:** Position will be advertised until filled, applications received by January 20, 2017 will receive first consideration.

Submit to:

GCPL.recruiting@geaugalibrary.info

Geauga Co. Public Library Administrative Center

12701 Ravenwood Drive

Chardon, Ohio 44024