

Bexley Public Library
Position Description

Position Title:	ADULT SERVICES MANAGER/YOUTH SERVICES MANAGER (MLS)
FLSA Status:	Exempt
Reports to:	Public Services Manager
Department:	Public Services
Salary Range:	
Last Revision:	3/17

PURPOSE OF WORK:

Under direction from the Public Services Director, the Youth Services Manager and the Adult Services Manager are responsible for direct supervision and leadership of their respective departments. Responsibilities include leading, coaching, and mentoring team members; modeling high performance standards and setting performance expectations; managing and monitoring resources to support a high-performance, forward-looking, patron-centered team. Additional responsibilities include leading community engagement efforts and serving as the face of the department in the community; helping to create short- and long-range plans, serving as the Supervisor in Charge, and performing all public service functions.

ESSENTIAL POSITION FUNCTIONS

1. Creates strong and supportive relationships throughout the building and community; sustains a healthy departmental culture that reflects organizational values
2. Maintains an active working knowledge of specialty-area resources and research (Adult or Youth); tracks and anticipates relevant trends and best practices and makes recommendations for continuous improvement
3. Participates in new employee selection, and is responsible for orienting and training new team members
4. Sets performance measures for the department and for individuals; mentors, coaches, and holds team members accountable for performance
5. Encourages supervisees to make good decisions and to take ownership in decision-making and problem-solving
6. Develops and implements departmental goals and priorities in collaboration with team members and under direction from the Public Services Director
7. Accurately, consistently, and fairly applies personnel policies, under direction from administration
8. Creates and maintains the desk schedule and accurately manages and tracks staff attendance
9. Guides the development of and approves public programs by supervisees; develops and implements innovative programs that encourage library use and enhance the image of the library in the community
10. Serves as Supervisor in Charge; responsible for solving staff and patron problems, as appropriate

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11. Performs all public service duties; provides outstanding customer service; interviews, researches, and responds to questions from patrons in person, over the phone, and electronically; recommends materials based on patrons' interests; trains public on use of library technologies and library resources
12. Evaluates materials, utilizes statistical data and reports for collection maintenance, and makes withdrawals according to library guidelines
13. Maintains collection, program, and service statistics, as assigned
14. Actively participates in at least one community organization or project on an ongoing basis
15. Demonstrates a positive attitude and supports library goals and objectives
16. Responds to patron questions and situations in accordance with library policy and in a manner to enhance the reputation of the library as a public service organization
17. Assists with oversight and completion of special projects, as assigned
18. Other duties, as assigned

MINIMUM QUALIFICATIONS:

1. Master's Degree in Library Science from an ALA accredited institution; and
2. A minimum of (2) years of library experience OR an equivalent combination of knowledge, skills, and experience
3. Excellent interpersonal and communication skills; is approachable and adaptable
4. Strong desire to work in management: ability to serve as a mentor, coach, and role model
5. Demonstrates strong leadership ability, including: good judgment, emotional intelligence, and the ability to enable the team to advance the goals of the library
6. Ability to deliver programs and to speak before groups; experience presenting programs in a library setting
7. Ability to interpret and apply laws, regulations, and library policies
8. Ability to address and resolve staff and patron conflicts fairly and equitably
9. Superior working knowledge of traditional and electronic resources including web sites and databases; high comfort level with common software applications
10. Ability to define problems, collect and evaluate data, establish facts and draw valid conclusions
11. Ability to maintain confidentiality and use appropriate judgment in handling information and records.

PREFERRED QUALIFICATIONS

1. At least one (1) year of management experience
2. Project management experience
3. Strategic or long-range planning experience

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PHYSICAL DEMANDS

Ability to sit and use a computer for extended periods and operate standard office equipment, daily

Ability to lift and move up to thirty (30) pounds, occasionally

Ability to push book trucks with up to 150 pounds of materials on them, daily

Ability to stand for extended periods, daily

Ability to perform repeated reaching, bending, climbing and squatting, daily

Travel by automobile, occasionally

WORKING CONDITIONS

Majority of work performed in general office/library environment

Requires availability for extended hours as needed

Requires evenings and/or weekends

Requires periodic participation and attendance at events and trainings

This position description is not intended to be a complete list of all responsibilities, skills, or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of Bexley Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of this position.

Signature: _____

Date: _____