

## Napoleon Public Library

**Department:** Adult

**Schedule:** 36 hours per week; Some evenings & weekends required

**Required Education and Experience:** ALA accredited MLS/MLIS degree or equivalent. Five years of professional experience in adult library services including programming and collection development. Extensive knowledge of adult materials and library services. Supervisory experience in a public library setting. Excellent technology skills.

**To apply send a cover letter, resume, and three professional references to Betsy Eggers, Director, [beggers@seolibraries.org](mailto:beggers@seolibraries.org).**

## Head of Department

**Supervisor:** Library Director

**Salary Range:** \$24,000 – \$36,000 DOE

### Job Responsibilities:

Purpose: The position requires considerable contact with the public. The incumbent is responsible for keeping the Adult Department operating smoothly. The incumbent will assign general duties to employees of the department. The incumbent will attend continuing education opportunities to gain knowledge, skills, and abilities to assist in carrying out the library's mission and goals. The position requires the promotion of a positive and informative image of the library. The incumbent performs all necessary duties for the Adult Department and all duties as assigned by the Library Director. The successful candidate must demonstrate knowledge of current trends and topics in adult literature and services. The right candidate will have a positive and outgoing personality, be willing to work as a team player, and demonstrate creativity and willingness to initiate innovative programs and services.

### Required Knowledge and Abilities:

- Knowledge of library practices and procedures.
- Ability to maintain an organized workspace.
- Ability to conduct Internet searches, operate library catalog, navigate research databases and download e-books.
- Proficient in email and Microsoft Office products.
- Strong verbal, written, presentation, and listening communication skills.
- Ability to foster and encourage library use for all ages and reading levels.
- Experience in developing, planning, and implementing programming for all ages.

### Usual Physical Demands:

While performing duties of this job, the employee is subject to the following physical demands:

- Regularly operates computers and scanners that may have repetitive actions
- Moving and lifting heavy books and materials approximately 40-50 pounds
- Pushing book carts filled with materials, approximately 80 pounds
- Using stairs and elevator to access all floors of the library
- Shelving books on high and low shelves which may require the use of a footstool
- Standing or sitting for long periods of time

The following skills and behaviors are necessary for this position:

- Adaptability
- Customer Service
- Organizational and Community Awareness
- Personal Responsibility
- Problem Solving and Team Work
- Basic Computer Hardware Knowledge
- Windows Basics
- Collection Management (Books, AV, Technology, Selection and Weeding)
- Budget
- Programming (Implementation, Evaluation, Creativity and Innovation, Planning, Presentation)
- Reader's Advisory
- Reference (In person, on the phone, online)
- Critical Thinking (Analytical skills, Problem solving, Decision making)
- Leadership
- Personnel Management
- Planning and Organizational skills