

Adult Services Manager Bucyrus Public Library

Supervisor:

Director

Hours of Work:

Salaried, Full Time; Non-exempt

Primary Function:

Under administrative supervision, the Adult Services Manager is the primary provider of adult services; developing and conducting adult programs, developing and maintaining the adult collection and any other related work that is required.

Essential Functions:

*Services and Collection:

- Provides direct services to the library's adult patrons, including Reference, Genealogy, and Reader's Advisory. Fosters and encourages library use for adults.
- Develops, maintains, and weeds the adult collection.
- Maintains knowledge of new technology.
- Creates an environment that attracts and invites adults to use the library and the collection.
- Develops, implements and evaluates programming for adults. Coordinates and oversees the adult summer reading program.
- Establishes departmental goals and objectives based upon the library's strategic plan.
- Develops and maintains cooperative working relationships with community organizations.
- Creates and maintains displays targeted at adults.
- Utilizes a variety of techniques (booktalking, discussion groups) to encourage use of the library.
- Assists with the development of a budget for the department.
- Actively promotes library services, programs, and materials to the public and other staff.
- Performs public service duties as needed.
- Performs additional duties as assigned.

*Personnel:

- Provides leadership in working relations and communication, ensuring high productivity and quality public service; encourages initiative and creativity.
- Ensures safe conditions for staff, public, and building operation. Takes appropriate action in building emergencies.
- Performs other duties as assigned.

*Customer Service:

- Ensures that patrons receive an exceptional level of customer service.
- Maintains confidentiality in all patron and staff interactions.
- Performs other duties as assigned.

*Facilities:

- Opens and closes the library as needed.
- Maintains an environment that is a source of community pride and provides a secure environment for patrons, staff, and library materials.
- Performs light cleaning duties and informs Director or Maintenance of any major repairs or clean ups.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

*Knowledge:

- Retain, follow and explain organizational procedures, processes, policies, and operations.
- High level of comfort using and explaining common technologies, software, and hardware including eReader devices.
- Working knowledge of automated library circulation system and online databases.
- Knowledge and support of the principles of intellectual freedom.
- Continuing knowledge through on-going professional development
- Should have a self-confident and outgoing personality.
- Should exhibit creativity and resourcefulness.

*Skills

- Present a professional image to the public.
- Interact and respond appropriately to patrons and staff, specifically with teens.
- Maintain effective working relationships with the Director and coworkers.
- Maintain confidentiality.
- Excellent oral, writing, presentation and listening skills.

*Abilities

- Ability to create a comfortable, engaging and professional rapport with patrons.
- Ability to successfully maintain performance of assigned duties and responsibilities to achieve the desired outcome.
- Ability to communicate effectively verbally, in writing and by listening.
- Ability to perform with a minimum of supervision, to work collaboratively in a team environment, and to demonstrate professional standards, good judgment, dependability and timeliness in work environments.
- Ability to adapt to multiple demands and changing priorities, to learn, and be willing to embrace change. Remain flexible.
- Ability to manage time well, work independently, accurately, and with attention to detail.
- Ability to carry out library policy.

Qualifications and Education

*Qualifications

- Must have excellent customer service skills.
- Must have a working knowledge of Microsoft Office software.
- Must be available to work evenings and weekends.
- Must be willing to travel locally and statewide to attend meetings and conferences.

*Education

- Master's Degree in Library Science preferred.

Compliance/Other

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the Bucyrus Public Library and the employee and is subject to change as the needs of the library and the requirements of the position change.

As an Equal Opportunity Employer, the Bucyrus Public Library does not discriminate on the basis of race, color, religion, gender, national origin, disability, pregnancy, sexual orientation, political party, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

Physical Activities

To successfully perform this job, the employee must be able to perceive sounds at normal speaking levels with or without correction and have the ability to give and receive detailed information through oral communication. The employee is often required to sit and use a keyboard and mouse. The employee is also required to stand, walk, reach with arms and hands, bend or stretch, climb or balance, and to stoop or kneel in order to locate and obtain information, materials, or equipment of a wide variety of sizes and shapes throughout the library, up to 30 pounds. Must be able to grasp and turn objects. Work includes some physically challenging work such as moving furniture or boxes to storage. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

****** For more information, please contact the Library Director.***

Job Description Acknowledgement Form

I have received, reviewed and fully understand the job description for Young Adult Librarian. I further understand that I am responsible for the satisfactory execution of the essential functions described there in, under any and all conditions as described.

Employee Name (print)_____ Date_____

Employee Signature_____