

DeKalb Public Library

Job Description:
Head of Adult Services

Full Time Position
Hours: 37.5 hours per week, including evenings and weekend rotation.

Exempt.

Starting Salary \$24.62/hour

DeKalb Public Library seeks a dynamic and innovative librarian to lead our Adult Services team. The Head of Adult Services manages the Adult Services department and leads the staff in evaluating and improving their work; establishes goals and benchmarks, evaluates performance, and measures progress on high-priority projects. The ideal candidate will actively contribute to library-wide planning, policy-making, goal-setting, and the development of new services and initiatives.

Duties include:

- Managing Adult Services staff
- Reference and reader's advisory
- Community outreach
- Collection development and maintenance
- Programming for adults
- Creating pathfinders, bibliographies, and blogposts

Required:

- Master's degree in Library Science (MLS) from an American Library Association accredited institution or its equivalent
- Three years professional public library experience required
- One year supervisory experience required
- Fluency in Spanish a plus

To Apply

Application Deadline: Open until filled

For a full job description, see below.

To apply please submit your resume and three professional references to pata@dkpl.org or mail to DeKalb Public Library, 309 Oak St., DeKalb, IL 60115. Attention: Pat

Application Contact:
Pat Adamkiewicz

DeKalb Public Library

JOB DESCRIPTION

JOB TITLE: Head of Adult Services

STATUS: Exempt

SUMMARY DESCRIPTION:

The Head of Adult Services contributes to the effective operations of the library by providing a variety of literary, educational, and cultural services to adults. Under direction of the Library Director, this position is responsible for all aspects of administration and management of the Adult Services department including collection development, database selection, programming, outreach, and reference for adults. The Head of Adult Services supervises Adult Services Librarians and Specialists, the Outreach and Homebound Specialist, and Tech Desk and Collaboration Studio Manager and staff, and acts as a valued member of the library's Administrative Team to advise and assist the Library Director in decision-making and strategic planning related to adults.

ESSENTIAL FUNCTIONS:

- Contribute to the effective administration of the library as a senior member of the library's Administrative Team
 - Attend library administration, staff, Board of Trustees, and professional meetings and participate in professional activities as needed
 - Prepare necessary reports and presentations for the Library Director and Board of Trustees, including an annual report and proposed Adult Services budget
 - Work with the Library Director in the development and implementation of library policies and procedures related to adults; participate in goal-setting and organizational planning including the development of both short and long-range strategic plans and departmental goals; monitor budgets and expenditures
 - Supervise Adult Services Librarians and Specialists, the Outreach and Homebound Specialist, and Tech Desk and Collaboration Studio Manager and staff including initial and ongoing training, coordinating workflows, and scheduling; work with the Deputy Administrator to recruit and select staff, administer performance evaluations, develop employee goals and performance improvement plans, and recommend disciplinary action if necessary
 - Provide staff training to other departments as requested
 - Act as Person in Charge in the absence of the Library Director and Deputy Administrator
- Plan, develop, implement, and evaluate all library services for adults
 - Establish and implement procedures for the efficient operation of the Adult Services Department while adhering to library policy
 - Maintain the Adult and Local History print and digital collections, select, evaluate, and weed materials on a regular basis to keep the collection up to date and in good condition; arrange for purchase of books, periodicals, databases, and audio-visual materials for adults; oversee the distribution of selector duties among Adult Services staff
 - Work with Adult Services staff to create departmental budgets, provide timely updates on the use of funds
 - Chair and participate in weekly librarian team meetings to discuss and develop programming themes, special event planning and participation, patron policies, expectations, issues and concerns, library communication, and community involvement
 - Prepare a monthly report on Adult Services highlights, monthly usage and program attendance
 - Develop, present, and evaluate workshops and programs including regular monthly programs, one-time programs, and occasional large special events
 - Create displays for the Adult Reference area, Large Print Collection, Local History Room, and other areas of the library as needed
 - Conduct regular community needs assessments to identify patron needs in order to create tailored services and programs

- Provide reference and readers advisory services in the Adult Reference Area, Local History Room, or as needed at other service points; provide instructional use on library resources (books and digital) and assists patrons with inter-library loan requests; instruct patrons of all ages in information gathering, research skills and digital literacy skills
- Create informational material, bibliographies, pathfinders, blogposts and/or other resources highlighting books or topics related to library collections, programs, or services for the library, the website, or other public information venues
- Actively encourage awareness of the library in the community and with professional organizations
 - Share information about and invite community members to participate in library events and activities
 - Represent the library at professional meetings, activities, and conferences as assigned; prepare written reports for the Library Director about these events and new learnings
 - Act as the library's representative to all agencies, institutions, groups, and committees related to Adult Services collections and programming
 - Remain current on trends in literature, programming, and culture through consortium meetings, workshops, and other appropriate seminars
 - Conduct tours of the Adult Reference area and Local History Room for class visits and new library patrons, or as directed
 - Coordinate with community organizations and agencies in order to promote Adult Services materials and library programs

OTHER JOB FUNCTIONS:

- Provide friendly, courteous, and accurate service to all library users
- Monitor the behavior and conduct of patrons in the Adult Reference Area and Local History Room to ensure a conducive atmosphere for productive use of the facilities
- Seek out and apply for grants and additional funding; administer funds received and prepare necessary reports
- Perform other duties as assigned

MINIMUM QUALIFICATIONS:

Education:

- Master's degree in Library Science (MLS) from an American Library Association accredited institution or its equivalent required

Experience:

- Three years professional library experience required, preferably in a public library
- One year supervisory experience required
- Fluency in Spanish a plus

KNOWLEDGE/SKILLS/ABILITIES:

- Knowledge of current trends in library services
- Knowledge of standard library procedures, current information technology, Internet and database search capabilities
- Knowledge of best practices in Adult Services, including guidelines and standards published by ALA and other recognized organizations
- Knowledge of effective practices in community assessment, program evaluation and outcomes measurement
- Ability to direct and work with others in a diverse community
- Ability to communicate effectively with others, orally and in writing, including through email
- Ability to identify and translate the needs and interests of patrons into effective library services and programs

- Ability to establish and maintain effective working relationships with co-workers, patrons, user groups, community organizations, volunteer groups and to serve the public courteously
- Ability to recognize and set priorities, and to use initiative and independent judgment in a variety of situations
- Ability to learn and stay current with emerging technology, including digital media

RELATIONSHIPS:

- Reports to the Library Director
- Cooperates with all library departments
- Supervises Adult Services Librarians and Specialists, the Outreach and Homebound Specialist, and Tech Desk and Collaboration Studio Manager and staff

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- This position will have frequent contact with others
- Must be able to lift and carry bags of books or boxes weighing up to 40 pounds
- Must be able to speak distinctly to large groups
- Must be available to work evenings and weekends
- Must possess physical mobility involving bending, lifting, reading, hearing

EQUIPMENT USED:

- General office equipment including phones, smart phones, and personal computers

STATEMENT OF OTHER DUTIES DISCLAIMER:

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.

