

Head of Adult Services

Join our vibrant library team as Head of Adult Services! 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. This position collaborates with all library departments, 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. The Head of Adult Services reports to the Library Director, and supervises Adult Services Librarians, Adult Services Specialists, Accessibility Specialists, and the Tech Desk and Studio Manager. This position also supervises Tech Desk and Studio Specialists as needed.

WHO WE ARE:

DeKalb Public Library is committed to providing value and excellent service to the City of DeKalb, an exurban community approximately 60 miles west of Chicago. Serving a core population of approximately 40,000 residents, and drawing reciprocal patrons from the surrounding area, DKPL is regarded as an important information, entertainment, and community resource for people of all ages. Please visit our website at <http://dkpl.org>

WHAT BENEFITS WE OFFER:

- Competitive Salary – Starting \$75,800 with incremental increases over ten years.
- 5 weeks of vacation per year.
- 9 paid holidays per year.
- Participation in Illinois Municipal Retirement Fund (IMRF).
- \$50K Life Insurance Policy.
- Medical, vision, and dental insurance programs.

MORE DETAILS:

- Typically 37.5 hours per week, Sunday-Saturday hours with regular rotation. This is an exempt position.
- Must be able to work evenings and weekends depending on library needs.
- Interviews are conducted virtually and onsite.
- Relocation is NOT being offered for this position.

HOW YOU'LL SERVE OUR ORGANIZATION:

The essential duties and responsibilities of this position include, but are not limited to the following:

- 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.
 - Provide reference and readers advisory services in the Adult Reference Area or as needed at other service points; provide instructional use on library resources (physical and digital) and assist patrons with inter-library loan requests; instruct patrons of all ages in information gathering, research skills and digital literacy skills.
 - Maintain the Adult 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, items for the Library of Things, and audio-visual materials for adults; oversee the distribution of selector duties among Adult Services staff.
 - Work with Adult Services staff to create Adult and Tech Desk and Studio departmental budgets; provide timely updates on the use of funds.

- Initiate and encourage regular communication among the Adult Services team to give and receive information and input regarding 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, program attendance, and budgets.
- 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, and other areas of the library as needed.
- Conduct regular community needs assessments to identify patron needs to create tailored services and programs.
- Create informational material, bibliographies, pathfinders, and/or other resources highlighting books or topics related to library collections, programs, or services for the library, the website, social media, or other public information venues.
- Conduct tours for library patrons and visitors.
- Recruit external presenters for adult programming within budget constraints, set expectations, create and sign contracts for individual programs, assist with the creation of promotional materials, and ensure prompt payment for services rendered.
- Curate and create social media and website content for the Adult Services department and oversee such content creation for the Tech Desk and Studio department.
- Solicit the Friends of the Library for funds needed to support Adult programmatic or material needs.
- Maintain knowledge of or ability to learn the history of DeKalb, DeKalb County, and the surrounding area.
- 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 as needed.
 - Participate in weekly administrative 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 necessary reports and presentations for the Library Director and Board of Trustees, including an annual report and proposed Adult Services, Accessibility, and Tech Desk and Studio budgets; monitor budgets and expenditures.
 - 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.
 - Act as Person in Charge in the absence of the Library Director.
- Manage staff and volunteers for the Adult Services department:
 - Supervise Adult Services and Tech Desk and Studio staff including initial and ongoing training, coordinating workflows, timecards, and scheduling.
 - Work with administration to recruit and select staff and assist the Tech Desk and Studio Manager in selecting staff for the Tech Desk and Studio department.
 - Administer performance evaluations, develop employee goals and performance improvement plans, recommend and implement disciplinary action if necessary.
 - Identify appropriate tasks for volunteers, create volunteer descriptions, contact and interview potential volunteers.
 - Train new departmental volunteers, direct ongoing activities, maintain log of hours worked.
 - Conduct annual volunteer reviews.
 - Provide references and paperwork for staff and volunteers as requested.
- Encourage awareness of the library in the community and contribute to its continued success:
 - Share information about library events 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 regarding these events.
- Act as the library's representative, or appoint a suitable representative to all agencies, institutions, groups, and committees related to adult literature and programming.
- Coordinate with community organizations and agencies to promote Adult Services materials and library programs.
- Remain current on trends in adult literature and nonfiction, programming, and culture through consortium meetings, workshops, webinars, and other appropriate seminars.
- Seek out and apply for grants and additional funding; administer funds received and prepare necessary reports.
- Work to make the library a welcoming environment for patrons, staff, vendors, and external partners:
 - Provide friendly, courteous, and accurate service to all library patrons, staff, vendors, and external partners.
 - Monitor the behavior and conduct of patrons in the adult areas of the library and intervene as necessary to ensure appropriate conduct.
 - Provide staff training to other departments as requested.
- Participate in the development and implementation of new library services or projects.
- Perform other duties as assigned.

An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATIONS:

- Masters degree in Library Science (MLS) from an American Library Association accredited institution or its equivalent required.
- 3 years professional library experience required, public library preferred.
- 1 year of supervisory experience required.
- Fluency in Spanish a plus.
- 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.
- Ability to effectively manage staff.

HOW TO APPLY:

If interested, please forward your resume, along with a cover letter (required), to humanresources@dkpl.org.

The DeKalb Public Library is an Equal Opportunity Employer.