

## Holly Township Library Adult Services Manager Job Description

Position Definition: Under the supervision of the Library Director or, as duties pertain to teen service, under the supervision of the Youth Services Manager, performs responsible and varied administrative and professional library work related to planning, organizing, promoting and directing the activities of the Adult Department and the Teen Space.

### Primary Responsibilities:

- Performs all duties of a circulation clerk
- Assists the Library Director in budgeting for the collections, services, and programs of the Adult Department and the Teen Space
- Submits to the Library Director purchase order requisitions for Adult Department equipment, and other proposed purchases; verifies and refers to the Library Director for payment invoices for Adult Department
- Assist with selections of materials for acquisition and withdrawal from the adult and teen print and non-print collections, as assigned; supervises the organization, maintenance, preservation, withdrawal, and disposal of materials
- Provides reference and reader's advisory guidance to adult and teen patrons
- Assists adult and teen patrons in using the online catalog and other electronic tools and resources; assists and instructs patrons in using library services, equipment, and facilities
- Plans, organizes programs for adults and teens in order to encourage reading, viewing, and listening of library materials
- Represents the library within the community to promote service and programs as requested
- Assist with marketing and public relations duties as they pertain to adult and teen services including social media and website maintenance
- Creates bibliographies, user guides, promotional materials, and publicity spotlighting adult and teen collections, services, and programs
- Organizes book displays and prepares bibliographies for the public
- Responsible for the general maintenance and appearance of the adult, computer and teen areas
- Maintains knowledge of the automated circulation and technical services systems and assists with circulation and technical services tasks, as needed
- Creates catalog records for print materials
- Prepares regular narrative and statistical reports for the Library Director
- Interprets library policies and procedures to the public in a customer-friendly manner

### Additional Responsibilities:

- Identifies reading trends among adult and teen patrons
- Attends conferences, workshops, and meetings and reads professional literature to stay informed on issues related to adult and teen library services
- Serves on professional and community committees, as requested, to advance the library and the library profession
- Performs other duties, as assigned

**\*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.**

#### Required Knowledge, Skills, and Abilities:

- Thorough knowledge of public library services and programs
- Possesses a solid general education and is especially familiar with adult and teen literature and resources
- Committed to excellence in customer service
- Strong computer skills
- Strong oral and written communications skills
- Ability to understand and interpret library policies, procedures, and rules
- Ability to work independently
- Ability to organize work for efficient use of time
- Ability to interact courteously and effectively with library staff and volunteers, the library's business contacts, town employees, and the general public
- Ability to initiate, organize, and follow through on programs, services, and projects
- Solid knowledge of current trends and developments in the library profession and in adult and teen library services
- Thorough knowledge of adult and teen library resources: print, non-print, and electronic
- Working knowledge of public relations procedures
- Experience in collection development and programming for adults and teens
- Ability to represent the library at professional and community meetings

#### Qualifications, Education, Experience, and Skills Required

- Bachelor's degree plus two years library experience
- Strong reference/reader's advisory skills
- Working knowledge of computer applications for library services
- Ability to apply principles of library science to solve practical problems
- Ability to comprehend patron needs quickly and accurately
- Good oral and written communication skills
- Ability to establish and maintain good working relationships with staff and public

#### Physical Requirements:

The physical requirements 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 individuals with disabilities to perform the essential functions.

The employee must be able to perform duties in an office environment subject to continuous interruptions and background noise, under stress of deadlines, public contact and changing priorities.

While performing the duties of this job the employee is frequently required to use hands to finger, grasp, handle, feel or operate objects, tools or controls, talk or hear, stand, sit, walk, kneel, stoop, crouch and balance. The employee is occasionally required to climb and file books on shelving ranging from 1-7 feet from the floor. Hand-eye coordination is necessary to operate computers and office equipment. The employee must occasionally lift and or move up to 25 pounds and push carts up to 200 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perceptions and the ability to adjust focus. The employee must be able to attend off-site meetings, trainings and conferences as directed.

#### NOTE:

This job description is not, nor is it intended to be a complete statement of all duties, functions and responsibilities which comprise this position. The Holly Township Library is an equal opportunity employer. Employee policies are available on request.