



POSITION OPENING

TITLE: Head of Adult Services

WAGE: Grade 17 \$56,900 - \$72,500

STATUS: Full-time; work schedule includes evenings and weekends

REPORTS TO: Saline District Library Director

POSITION DESCRIPTION: The Head of Adult Services coordinates and administers library services and programs for the general adult population, including young adults/teens and older adults services. Under the direction of the Library Director, this person assists in planning, implementing, and evaluating programs and services. Collection development, as well as reference desk and other public service duties are major components of the job. This person is responsible for supervising and scheduling approximately five staff positions.

AREAS OF RESPONSIBILITY & ESSENTIAL DUTIES:

Planning/Administration: Participate in Management Team; Maintain effective communication within the department and within the library; Recommend to Administration solutions and changes that impact the department; Develop written procedures and maintain knowledge for all areas of the department.

Staff Management: Develop general work plan and schedules, assigning duties within the department; Hire, train, schedule, supervise, and evaluate staff for reference service, collection development, and programming duties.

Collection Development: Oversee and participate in management of all adult resources.

Public Relations: Assist in public service areas, including regular shifts at the Reference desk; Provide training and programming at the Library and within the community; Assist with operation of library equipment available for public and staff use; Assist in maintaining order and acceptable behavior in the library and resolve patron problems, as needed.

Statistics/Reports: Monitor and report on programs and use of library resources and services; Oversee the record retention schedule as it pertains to the department.

Professional Development: Participate in professional development opportunities to enhance managerial skills and to keep abreast of new trends and developments in the library field; Encourage staff professional growth by supporting participation in workshops and seminars.

REQUIRED QUALIFICATIONS: Master's Degree in Library/Information Science from an American Library Association accredited graduate school; Eligible for Level 1 Librarian's Professional Certificate from Library of Michigan; Three years of professional public library experience with proven capabilities in management; Proficient with computer applications in a library setting; Ability to motivate, establish and maintain effective working relationships with staff, colleagues, and the general public; Demonstrated ability to: effectively communicate orally and in writing; organize and supervise the work of others; plan and implement adult programming; project a positive image of the library; set priorities in a changing environment and make timely decisions.

TO APPLY: Submit in a single document: completed Saline District Library employment application (available at www.salinelibrary.org), letter of application, and resume to: Maryellen@salinelibrary.org or by mail to: Mary Ellen Mulcrone, Director, Saline District Library
Applications received by Thursday, May 25, 2017 will receive first consideration.