



Salem-South Lyon  
District Library

**POSITION AVAILABLE**

**Department Head, Adult Services Librarian**

Pay Range: Negotiable \$43,685 - \$59,762

Benefits: Group Healthcare Plan with Flexible Spending account; Deferred Compensation contribution; paid holidays/vacation/sick/personal days

Hours: Full-time. Includes some evening, Saturday, and Sunday hours

Reports to: Library Director

The Salem-South Lyon District Library is seeking a full-time Head of Adult Services. The position requires the ability to engage the community, be passionate about providing exceptional customer service, and have strong managerial skills.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Oversees the development and enhancement of services, programs and collections of the Adult Department within the library and the community at large
- Maintains current knowledge of traditional library services, and trends in library services, programs, collections, and technology resulting in excellent reference, technology, and reader's advisory assistance to all customers
- Oversees Adult Department personnel.
- Ensures proper management and development of all Adult Department collections and programming, using data collection tools
- Oversees recruitment, scheduling and training of Adult Department volunteers
- Actively seeks and applies for grants, awards, and alternative funding
- Works courteously and effectively with library customers and co-workers
- Committed to the mission, vision, strategic plan and goals of the Library
- Passionate about community engagement, outreach, the sustainability of libraries and libraries as a welcoming place to work, study, read and meet
- Participates in professional organizations and continuing education opportunities

**MINIMUM QUALIFICATIONS include:**

- Master's Degree in Library and Information Science from an ALA accredited program
- Five years of progressive professional library experience
- Proven leadership abilities and experience developing community partnerships
- Enthusiastic customer service philosophy and commitment to serving customers
- Proficient in the use of current and emerging technologies, including, but not limited to, Microsoft Office Suites, social media, Google apps and e/audiobooks

- Excellent written and oral communication skills, including public speaking
- Must be willing to work variable hours including some evenings and weekends
- Physical ability and stamina to perform typical job duties

QUALIFICATIONS include:

- Winning attitude: positive, upbeat, focused
- Initiative: seeks opportunities, uses good judgment, takes intelligent risks
- Accountability: recognizes responsibilities and lives up to commitments

**The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements.**

APPLY TO:

Qualified applicants should submit a resume and responses to the following questions:

1. How do you personally learn about library trends and new technologies?
2. Knowing the community you serve is very important for collection development, program planning, and determining which services to offer. How do you plan to get to know the community this library serves?

Deadline for submissions is 5 PM Tuesday, June 20, 2017

Interviews anticipated: Tuesday, June 27, 2017

Starting date: ASAP

Send to: [Salem-South Lyon District Library](#)

Attention: Donna Olson, Library Director

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**THE SALEM-SOUTH LYON DISTRICT LIBRARY IS AN "AT WILL," EQUAL OPPORTUNITY EMPLOYER.**