

NOW HIRING

ADULT SERVICES TEAM LEADER

JOIN OUR TEAM!

JOB TITLE: ADULT SERVICES TEAM LEADER

The Adult Services Team Leader casts a new light on traditional library services, while identifying opportunities to keep library services relevant to the community's needs. This team leader inspires their team to develop new services and programs that bring new people into the library and keep dedicated patrons coming back year after year. Inwardly, they focus on collection development, research of digital programs and resources, and information technology.

Reports to: Director

Classification: One

EDUCATION & WORK EXPERIENCE

Required: Bachelor's Degree in relevant field

Preferred Qualifications:

- Masters of Library Science from an institution accredited by the American Library Association
- 4 years work experience in library setting or management position

REQUIRED COMPETENCIES:

- Attention to detail and problem solving skills
- Excellent oral and written communication skills
- Familiarity with local history and research techniques
- Enjoy working with and serving a wide range of people
- Ability to plan, implement, and manage complex projects
- Understand collection development practices & policies
- Ability to work well with patrons and staff
- Commitment to excellent customer service
- Proficient in use of computers and library tech; ability to learn new technology quickly

Essential Job Duties:

- Plan and develop information and readers' services
- Evaluates Adult Services programs, services, and initiatives
- Provides Director with data to support statistical and narrative reports
- Leads, coaches, and supervises Adult Services Team Members
- Oversees the development and maintenance of adult and reference library collections
- Plans and develops programs and initiatives that engage our community
- Manages and controls expenditures within the Adult Services Department
- Assists Director with writing grant proposals to fund Adult Services programs, services, and initiatives

Interested in applying?

Email your resume to jobs@nileslibrary.net

Resumes should be sent as a PDF.

Full-time (37.5 hrs/week)

Generous benefits: Health, life, dental, Defined Contribution Pension, holiday, sick, & vacation pay.

Hours: 37.5 hours per week. **Pay:** \$21.19- \$25.91 based upon experience and qualifications.

Note: Applications accepted through August 31, 2022 or until position has been filled.

Niles District Library | 620 E. Main Street | Niles, MI 49120 | 269.683.8545 | nileslibrary.com