



Town of Clinton

Position Title: HEAD OF ADULT SERVICES
Reports to: Library Director
Position Status¹: Non-Exempt

I. PURPOSE

The Head of Adult Services serves as a department head position within the Bigelow Free Public Library. As such, the Head of Adult Services is responsible for the planning, developing, coordinating, and executing of library programs designed to serve adults of all ages. The goals of the service also include efficiently fostering literacy (of all types) through community outreach in a variety of situations; encouraging reading for enrichment and pleasure; working with community organizations; and instructing and/or training patrons in the use of the Clinton library as a resource for lifelong professional development and recreational enjoyment. The position requires that the Head of Adult Services exercise professional skill, initiative, and independent judgment. The position requires that the Head of Adult Services adapts to changing educational and library science methodologies and circumstances as they arise and, when appropriate, implements changes that effectively and efficiently improve the services of the department.

II. SUPERVISION & DIRECTION

The Head of Adult Services receives the general guidance of the Library Director, but has responsibility for developing programs and obtaining materials appropriate for the library's Adult Services Department. The Head of Adult Services is responsible for managing the budget allocation for adult services programs and materials and makes decisions on how to manage the department and its staff. The Head of Adult Services must also be prepared to seek appropriate additional grant sources and, when successful, follow-up with grantees program evaluation requirements. The Head of Adult Services trains and supervises departmental adult services staff and volunteers; and collaborates with the Library Director during annual employee evaluations of adult services staff. In the temporary absence of the library director, the Head of Adult Services may assume overall responsibility for the library.

Given that the Head of Adult Services is in constant communication with library staff, library patrons of all ages, and community organizations' staff and clients, the individual must have excellent communication, presentational, and diplomatic skills.

¹ This position is classified as non-exempt for purposes of the Fair Labor Standards Act. It is not a collective bargaining unit position.

III. ESSENTIAL FUNCTIONS²

In more detail, The Head of Adult Services must have the ability to competently and professionally perform essential job duties, including, but not limited to, the following:

1. Manage adult area circulation and reference desk;
2. Responsible for adult material collection management;
3. Plan, execute, and evaluate a schedule of programs and activities for adults;
4. Outreach with the public, as well as community and private organizations;
5. Develop publicity materials and news releases;
6. Train staff and volunteers within adult services;
7. Keep abreast of evolving trends in literature and technology,
8. Evaluate new innovations and services;
9. Other duties as necessary for an adult service's department in a modern library.

IV. PHYSICAL REQUIREMENTS (to perform essential job functions)

1. Ability to do physical activity in the performance of duties, such as standing, walking, moderate lifting, demonstrable stamina, and maneuvering stairs;
2. Ability to operate standard office equipment with proficiency
3. Ability to bend, kneel and twist;
4. Ability to hear and speak;
5. Ability to reach with hands and arms;
6. Good manual dexterity, with both hands, to finger, handle, feel or operate objects, tools, or controls.
7. Ability to see, including close vision, distance vision, peripheral vision, and the ability to adjust focus.
8. Ability to perform essential job functions, including regular attendance.

V. MINIMUM QUALIFICATIONS

1. Education and Experience

- a) Masters Degree in library science or equivalent required.
- b) Three (3) or more years of relevant experience within a library or equivalent; or comparable experience with technology or customer service.
- c) Supervisory experience preferred.

2. Special Requirements.

- a) Must have the ability to work some evenings and Saturdays, as required.
- b) Must be willing to undergo and successfully complete a CORI check.

² The essential functions or duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of other related duties does not exclude them from the position.

3. Knowledge, Ability and Skills

- (a) Must enjoy working with the public and be dedicated to providing quality library services to Clinton.
- (b) Must have excellent communication, presentational, and diplomatic skills; must be prepared to work cooperatively with patrons of all ages, volunteers, community partners, colleagues, and supervisor.
- (c) Computer proficiency and familiarity with e-books, e-readers, and electronic library resources.
- (d) Ability to direct the work of other staff.
- (e) Must be able to communicate effectively
- (f) Must have the ability to work independently and as part of a team.
- (g) Must have the ability to be flexible and work in fast-paced work environment, responding to changing circumstances, both personal and physical.
- (h) Must be accurate and attentive to detail.
- (i) Must have the ability to perform essential functions of job, including regular attendance
- (j) Ability to work independently and manage numerous and/or diverse tasks.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.