



LAKE VILLA DISTRICT LIBRARY
Job Description

JOB TITLE		DEPARTMENT	PAY GRADE
Head of Adult Services		Adult Services	10
CLASSIFICATION	SCHEDULE	REPORTS TO	
Full-Time Exempt	37 hours per week, may include daytime, evening and weekend hours	Library Director	

POSITION SUMMARY

Under the supervision of the Library Director, this employee is responsible for managing all aspects of the Adult Services Department, including operations, personnel, collection development, programming, reference, reader’s advisory, and outreach. Assures that materials and services meet the needs of the community and support the mission and goals of the Library. In the absence of the Library Director, this person serves as Librarian in Charge and shares management responsibilities with the Coordinator of Administrative Services.

ESSENTIAL RESPONSIBILITIES

- Supervises Adult Services staff.
- Interviews, hires, trains, evaluates, coaches, and schedules department employees.
- Identifies, develops and implements overall strategy for the department, including goals and objectives.
- Responsible for the development, maintenance, and promotion of the Adult Services collections.
- Prepares reports, maintains and analyzes statistics on departmental activities, drafts policies, and recommends procedures for departmental operations.
- Serves as intermediary for patron concerns, interpreting library policy, and resolving conflicts that arise.
- Fosters a culture of outstanding customer service. Provides accurate, friendly, and courteous service to assure a positive library experience.
- Supervises and evaluates reference, reader’s advisory and bibliographic instruction for adults.
- Develops event programming in collaboration with PR/Marketing Coordinator.
- Prepares departmental budget and monitors expenses.
- Maintains awareness of current developments in assistive technology. Oversees staff training on use of assistive devices.
- Collaborates with the Head of Youth Services to develop outreach programs.
- Supervises Computer Lab operations and collaborates with the Head of Information Technology Services to keep lab effective and operational.

- Collaborates with website committee to maintain the Adult Services portion of the Library website.
- Advises Library Director on department operations and activities.
- Participates in the development and implementation of Library policies, initiatives and procedures and monitors compliance.
- Participates in professional activities and continuing education.
- Maintains current awareness of trends in area of responsibility.
- Represents the library within library system, at the automation consortium and at community functions.
- Conducts departmental meetings.
- Writes and administers grants in conjunction with library and department goals.
- Serves on the Library's Management Team and other committees as assigned.
- Performs other duties as assigned.

KNOWLEDGE /SKILLS/ ABILITIES

- Aptitude for strategic thinking, organizational development and project management.
- Knowledge of public library practices, procedures, and technology as they relate to services for adults.
- Knowledge of reference, reader's advisory and bibliographic instruction practices in public libraries.
- Knowledge of adult literature, reference materials and other library resources that may serve the needs of adults.
- Knowledge of cataloging philosophy as it relates to adult materials.
- Commitment and desire to provide excellent service to library patrons.
- Ability to deal courteously and diplomatically with the public.
- Ability to supervise the work of others and motivate staff.
- Ability to establish and maintain harmonious working relationships.
- Ability to exercise initiative, work independently, use good judgment, and possess decision making and problem solving skills.
- Demonstrates strong organizational skills, can set priorities, make decisions, and manage multiple projects.
- Ability to exercise discretion and maintain a high level of confidentiality with patrons and staff.
- Excellent communication skills both verbal and written.
- Demonstrated grant writing ability.
- Ability to follow directions and to complete tasks.
- Knowledge of library resources, practices, policies, and procedures.
- Ability to use a keyboard, computer, integrated office software, and various electronic devices.
- Supports LVDL's mission and demonstrates commitment to Library's core values.

QUALIFICATIONS

- MLS or equivalent master’s degree from ALA accredited program.
- Three years of experience working in a public library setting preferred.
- Two years of supervisory experience preferred.
- Schedule includes daytime, evening, and weekend hours.
- Access to transportation and occasional local travel required.

Physical Requirements (Requests for reasonable accommodations to these requirements may be considered):

- Ability to see, walk, sit, talk, and hear.
 - Ability to read, write, and communicate fluently in English.
 - Frequently entering data on a keyboard and reading computer screens.
 - Frequently standing/sitting at and using a computer.
 - Ability to move from one area of the library to another.
 - Ability to bend, stoop, kneel, and stretch.
 - Physical dexterity to reach shelves of various heights.
 - Ability to lift and carry items up to 20 pounds.
 - Ability to push items of 150 pounds or more while utilizing a cart.
 - Visual acuity sufficient to read various font sizes.
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ACKNOWLEDGEMENT

I understand this job description and its requirements and responsibilities required to fulfill the position. I also understand that the job functions may change as needs evolve.

Employee’s Signature

Date