

ADULT SERVICES SUPERVISOR

Responsible to: Library Director

Classification: Librarian II

Qualifications: Master's degree from ALA accredited library school
One to three years of library experience
Knowledge of literature
Knowledge of computers and applicable technologies
Ability to work well with staff and public
Leadership ability and sound judgment
Must have a valid driver's license
Ability to work days, evenings, and weekends as required

Primary Function: Administers library services to patrons of the library
Assists in planning, organizing and maintaining the adult collection
Develops and implements a broad spectrum of adult programs
Provides reference and reader advisory to library patrons

- Responsibilities**
1. Demonstrates knowledge of library policies and procedures
 2. May serve in any department of the library, i.e., Adult or Children's Services, etc.
 3. Assists in selection of personnel, training and scheduling
 4. Assists in budget recommendations
 5. Assists in planning and supervision of substitute professional and preprofessional staff
 6. Trains and supervises departmental assistants and other staff as needed, including page/shelvers and volunteers
 7. Assists in library planning and programming
 8. Advises and evaluates proposals having system-wide application
 9. Selects and/or advises on acquisition of materials
 10. Assists the Library Director in carrying out the directives of the Board of Trustees

11. Supervises Inter-Library Loan (ILL)
12. Participates as a member of the library management team
13. Supports Behavior Policy (library code of conduct)
14. Performs other related duties as required

Physical Demands: Work requires physical effort in the repetitive handling of materials or boxes and tools or equipment of up to 30 pounds in non-strenuous work positions and/or continual standing or walking.

7/20/2017