

# Wilkes County Public Library

215 Tenth Street, North Wilkesboro, NC, 28659

ADULT SERVICES POSITION: Open until filled DATE LISTED: June 18, 2025

LIBRARY: Wilkes County Public Library CITY: North Wilkesboro, NC

HOURS & STARTING SALARY: 36 hours a week at \$39,500 annual pay

## ADULT SERVICES MANAGER

This employee is tasked with planning, organizing, directing, and promoting public library programs and services for adults in a specific county. They supervise all staff and volunteers within the Adult Services Department. Recognized as an expert in providing library services to adults, this employee offers guidance and assistance to the entire library system as needed.

## EXPERIENCE, EDUCATION, AND TRAINING

Graduation from an ALA-accredited school of Library and Information Science with a master's degree in library science and a minimum of 1 year of public library experience in addition to or including 1 year of supervisory experience; or an equivalent combination of relevant education and experience. Must be eligible for North Carolina Public Librarian Certification.

## EXAMPLES OF WORK

1. Responsible for collection development in print and electronic adult reference, adult fiction, and adult nonfiction sections of the library under the ARL Materials Selection Policy; on a rotating basis, orders e-books for the region
2. Manages budget lines of the Adult Services Department
3. Provides information service to area businesses
4. Answers ready reference, research, and readers' advisory questions
5. Aids patrons in the selection of books, reference materials, and other special resources
6. Assists patrons with computer/internet issues
7. Oversees or performs interlibrary loan functions
8. Provides bibliographic instruction on an as-needed basis
9. Prepares subject bibliographies in print and electronic format on an as-needed basis
10. May serve as liaison between the public library and a public/private agency, and/or school/homeschool serving people over 13 years of age
11. Performs circulation duties on an as-needed basis
12. Responsible for programming in the Adult Services Department
13. Trains, supervises, and evaluates staff and volunteers assigned to the Adult Services Department
14. Working with the County Librarian, publicizing departmental positions, interviews, and hiring staff
15. Develops, implements, and evaluates short, middle, and long-range plans of the Appalachian Regional Library as these relate to the Adult Services Department
16. In conjunction with the Information Technology Manager, maintains the computer lab for the public
17. Periodically serves as Manager on Duty, assuming full responsibility for the operation and security of the library
18. Plans, develops, and implements special projects and assignments for the Appalachian Regional Library as assigned by the Director of Libraries
19. Plans, develops, and implements innovative programs, concepts, promotions, etc., to increase circulation and patron registration
20. Actively participates in the regional Adult Services Managers Team

**Return a Cover Letter and Resume via email to: ATTN: Suzanne Manners c/o HR@arlibrary.org**