

REVISION 2018

SALARY GRADE: 14 CLASS TITLE: MANAGER III

JOB TITLE: Adult Services Manager

REPORTS TO: County Librarian

FLSA STATUS: Exempt

STATEMENT OF DUTIES AND RESPONSIBILITIES

This employee is responsible for planning, organizing, directing, and promoting public library programs and services for adults in a particular county. This employee supervises all staff and volunteers assigned to the Adult Services Department. This employee is considered an expert in the delivery of library services to adults and provides guidance and assistance throughout the library system on an as needed basis.

EXAMPLES OF WORK

1. Responsible for collection development in print and electronic adult reference, adult fiction, and adult nonfiction sections of the library in accordance with the ARL Materials Selection Policy; on a rotating basis orders e-books for the region
2. Manages budget lines pertaining to Adult Services Department
3. Provides information service to area businesses
4. Answers ready reference, research, and readers' advisory questions
5. Aids patrons in 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/home school 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, publicizes for departmental positions, interviews, and hires 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 computer lab for 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 regional Adult Services Managers Team

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to deal tactfully, courteously, and effectively with the public and other employees

Considerable knowledge of professional library principles, practices, and techniques

Considerable knowledge of reference, fiction, and nonfiction materials for adults

Proficiency with MS Operating System and MS Office Suite

Ability to assist patrons with computer/internet issues

Ability to assist patrons in locating areas of the library collection pertinent to their needs

Ability to conduct a successful reference interview and to assist patrons in meeting their informational and recreational needs

Ability to interact successfully with area parents, students, teachers, librarians, and business people to increase usage of the Adult Services Department services and materials

Knowledge of and ability to use available online interlibrary loan services

Ability to plan, prepare or produce informational and/or educational programs for adults

Ability to develop or adapt evaluative instruments for assessing effectiveness of programs

General knowledge of and familiarity with library's service community

Knowledge of and ability to implement basic library marketing practices across all media

Ability to prepare reports or other informational devices for library board, administrators, governing agencies, etc.

Ability to act as an advocate of public library information educational services to community in general

Ability to plan and conduct classroom visits to promote public library informational/educational services

Ability to plan own work flow and set priorities

Ability to train staff to select materials, access information online, and perform basic reference/readers' advisory work

Ability to exercise initiative and independent judgment

Ability to present ideas orally and in writing

Ability to supervise assigned staff

Ability to schedule/plan, produce and conduct workshops/continuing education opportunities for library staff members

Possession of a valid driver's license

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.

The preceding statements describe the nature of and level of assignments normally given job incumbents. They are not an exhaustive list thereof; additional duties may be assigned.

PHYSICAL/ENVIRONMENTAL DEMANDS

	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand	—	—	<u> x </u>	—
Walk	—	—	—	<u> x </u>
Sit	—	—	—	<u> x </u>
Use hands to finger, handle, or feel	—	—	—	<u> x </u>
Reach with hands and arms	—	—	<u> x </u>	—
Climb or balance	—	<u> x </u>	—	—
Stoop, kneel, crouch, or crawl	—	<u> x </u>	—	—
Talk or hear	—	—	—	<u> x </u>

Working Conditions

Well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation.

Physical Activity Level

Light physical activity performing non-strenuous daily activities of a productive/technical nature. This position requires the incumbent to lift up to 50 pounds on a regular basis.

Manual Dexterity

Manual dexterity sufficient to reach/handle items, works with the fingers.

Vision Requirements

Close vision (clear vision at 20 inches or less); distance vision (clear vision at 20 feet or more); color vision (ability to identify and distinguish colors); peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)

Noise Exposure

Moderate noise (example: business office with computers and printers)