

**DEPARTMENT MANAGER – ADULT OR YOUTH SERVICES**

**Classification:** Grade 7

**Work Schedule:** Full time, including evening and weekend hours.

**General Job Description**

Coordinates and manages adult or youth services department functions and responsibilities.

**Duties:**

- Regular librarian duties such as collection development and programming.
- Analyzes, supervises and manages and delegates collection development for materials and electronic resources.
- Oversees reader's advisory and reference and other functions at the service desk, including the desk schedule.
- Oversees & coordinates department outreach efforts and programs.
- Trains new personnel on desk work and maintains the procedure manual, wiki and other communication tools to ensure a high level of service.
- Delegates supervisory functions to librarians when appropriate, including the training and orientation of new staff, creation of teams within departments responsible for similar functions, etc.
- Conducts regular department meetings for training, brainstorming, and communication of the library's goals and objectives.
- Provides periodic feedback to department staff including, but not limited to the annual performance appraisals done in cooperation with the Assistant Director.
- Attends regular management meetings and communicates relevant issues from the meetings to the department staff.
- Attends regular continuing education seminars relating to departmental tasks and objectives; attends & participates in consortium and system-related committees and meetings.
- Helps answer challenges to materials.
- Helps coordinate library-wide promotional efforts.
- Assists with library-wide staff development, including quarterly meetings, training workshops and morale-boosting activities.

**Organizational Relationships:**

- Reports to the Assistant Director.
- Works in cooperation with other library Managers and supervisors.
- Manages all department staff.

**Qualifications:**

- Master of Library & Information Science from an ALA-accredited school.
- Minimum of 5 years FTE experience in a public library.
- Strong knowledge of public library professional philosophies of service, collection development approaches, and standard public library collection materials, publishers and vendors and marketing of materials and services to patrons.
- Experience with a wide-range of programming, materials displays, and production of bibliographies and other reader's advisory tools.
- Personal computer fluency in Microsoft Office in a Windows environment and proficiency in searching within a database essential.
- Demonstrated proficiency in searching the Internet and using apps and mobile devices.
- Excellent oral and written communications skills; fluent in English.
- Personable, with excellent professional image, superior planning/organizational skills and strong presentation/teaching skills.
- Valid driver's license.

**Physical Requirements:**

- Manual: enough to operate computer keyboard and mouse.
- Mobile: enough to navigate library spaces to escort patrons into the stacks and/or to retrieve materials from another area of the library in a timely manner. This may include reaching above the shoulder and using a step stool for assistance in reaching high shelves as well as kneeling or squatting to reach materials at a low level.
- Visual: able to detect color coding, read documents and a computer screen.
- Able to speak and be heard and hear the speech of various patrons and co-workers in person and over the phone. Able to speak in front of larger groups and be heard without the aid of a microphone.

EXEMPT FROM THE FAIR LABOR STANDARDS ACT