

## Ridgefield Library Association

**Job Title:** Adult Services Department Head

**Reports to:** Assistant Library Director

**Purpose:**

The Adult Services Department Head supports the successful operation of the Library by supervising all aspects of the provision of Library services to adults and teens; including direct, active management of Adult Services department staff; supervision of collection development; oversight of public-facing technology; supervision of programming and outreach. This position is a key member of the Library's management team, responsible for general management of the Adult Services department, policy recommendation and implementation, strategy development, setting of operational priorities and active leadership. The Adult Services Department Head promotes and advocates for the Library within the community and continually seeks out new ideas and opportunities to better serve the changing needs of our adult and teen constituencies. The Adult Services Department Head participates in setting the future direction of the Library by working towards the goals and objectives embodied in the Library's Strategic Plan.

**Essential Duties & Responsibilities:**

- Active management of the Adult Services Department. Develops, documents and implements long and short-term goals for the department.
- Responsible for supervising, scheduling, onboarding and training of all staff members of the Adult Services department. Positions reporting to the Adult Services Department Head include Adult Services Librarians; Adult Services Library Technical Assistant (LTA) II; Teen Services Librarian; Technology/Innovation Librarian and Adult Programming staff.
- Provides leadership in the areas of reference services, reader's advisory, technology use by public and staff, programming and collection development for adult and teen library patrons. Sets standards and procedures utilizing the latest resources and ensures staff training and professional development for provision of exceptional service in all these areas.
- With the Adult Programming staff, Technology/Innovation Librarian and Teen Services Librarian, the Adult Services Department Head sets priorities and guidelines for robust, diverse and relevant programming for adults and teens. Oversees development of programs including budget oversight. Facilitates programs as needed.
- With the Teen Services Librarian, the Adult Services Department Head facilitates the provision of Library services to young people in grades 6-12. Supports the Teen Services Librarian in collection development and programming.
- Serves regularly scheduled shifts at public service desks in Adult Services, the Ellis Family Teen Center and the Donofrio Family Technology Center.
- Oversees use and functionality of the Library's Upper Level, including the E.W. Morris Memorial Building, Study Rooms, Randolph Board Room, Teen Center and Technology Center.
- Serves as Administrator in Charge of the Library as assigned.
- Ensures the enforcement of all Library policies
- Oversees the selection and maintenance of the adult and teen collections, in all formats, assigning selectors for specific collection sections.
- Responsible for establishing spending priorities, monitoring spending and ensuring

adherence to budget guidelines for the Adult Services Department.

- Participates in collaborative partnership opportunities with community organizations serving adults and teens.
- Participates in professional networks, educational and leadership activities.
- Demonstrates and maintains personal expertise in one or more of the functional areas of the department (reference services, technology, readers' advisory).
- Oversees creation and maintenance of relevant library website content by Adult Services department staff.
- Compiles and regularly reports monthly statistics to Assistant Library Director
- Attends regular meetings and professional development training
- Maintains a safe and welcoming environment
- Maintains a professional demeanor in all interactions
- Assists with special projects as assigned
- Performs other duties as assigned

**Required Knowledge & Skills:**

- Superior leadership ability to motivate and develop staff, lead teams, assign work and evaluate staff performance in a collaborative work environment
- Superior knowledge of public librarianship, collection development, library programming and library service to adults and teens
- Superior commitment to exemplary public service
- Superior knowledge of library systems and trends
- Superior knowledge of current and emerging technologies
- Strong desire and ability to plan, build and evaluate innovative library services
- Outstanding verbal and written communication skills
- Excellent organizational, time management and customer service skills
- Excellent training and educational skills
- Ability to work both independently and collaboratively in a team environment
- Ability to deal tactfully, courteously and effectively with patrons of all ages and with other employees
- Knowledge of Evergreen ILS desirable

**Qualifications:**

- MLS from ALA accredited school of library/information science
- Five years of progressively responsible public library experience, including at least three years of supervising staff, or equivalent combination of education and experience. Education and/or experience must demonstrate possession of knowledge, skills and abilities listed above.

**Physical Requirements:**

- Ability to lift up to 40 pounds
- Ability to push and pull carts weighing up to 80 pounds

**Position:**

- The Adult Services Department Head is a full-time, exempt, salaried position.
- Work is on site five days a week. Thirty-five hours/week with occasional evening and weekend hours required.