

## GEAUGA COUNTY PUBLIC LIBRARY

### Position description

Position Title: Head of Adult Services  
Classification: Assistant Manager  
Hours /FLSA status: Non-Exempt Full Time  
Schedule includes full days, evenings and weekend rotation  
Location: CHARDON  
Reports to: Building Manager  
Staff Supervised: Adult Services Assistants

**Position Summary:** In addition to fulfilling responsibilities in the absence of the Library Manager, oversees and provides direct reference service, and oversees all facets of adult services including staff training, collection development, weeding, and adult programming.

**Essential Job Functions:** This list is illustrative, but not exhaustive for this position.

- Coordinates all activities of the adult services department including the development of programming. Interviews, selects, trains and evaluates adult services staff. Sets annual departmental objectives in consultation with the library manager.
- Assumes responsibility for the adult materials collection, print and electronic, including selection and weeding. Assures the adult materials budget is spent in a timely and effective manner.
- Provides direct public service for patrons of all ages including reference, readers' advisory and programming. Promotes library materials and services.
- Assists the manager in administration, management and planning, and oversees the operation of the library in the manager's absence.
- Keeps up with new technologies and innovations in the library field.
- Serves on various GCPL committees such as adult services. Continues professional development by attending workshops and seminars, and by participating in regional, state, and national organizations. Encourages professional development of staff by promoting workshops and Conferences.
- Other duties as assigned.

#### **Minimum Knowledge, Skills, Abilities and Other Characteristics:**

- Experience in monitoring materials budgets, book selection, and collection development
- Experience in reference and adult services
- Strong public service skills
- Ability to work with people of all ages including staff, volunteers, and the general public
- Working knowledge of PCs and software, and technology
- Experience with electronic reference sources
- Strong readers advisory skills
- Able to apply new technologies to enhance and promote the services of the department and the library

- Keeps up to date with innovations in the library field and how they will impact library services and collection development
- Willingness and adaptability to work in a changing work environment
- All other qualifications required for Adult Services Assistants.
- Observes OSHA procedures (see Personnel Policies 410 & 435)

**Minimum Education, Experience, and Licensing Requirements:**

- ALA Accredited MLS/MLIS degree
- Has reliable transportation in order to meet work obligations

**Physical Requirements:**

- Able to use hands and fingers, grasp, handle, feel, or operate objects, tools, or controls – including computers, phones, and office equipment.
- Able to read computer screens and print materials
- This position requires alternate standing, sitting, and walking.
- Must be able to bend, reach, and have the ability to lift up to 40 pounds or more on occasion.

Signature of Employee. \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor. \_\_\_\_\_ Date \_\_\_\_\_