



# Full-Time Position

GCPL is looking for a candidate who –

- Has a demonstrated record of accomplishment and meeting challenges, not limited to libraries.
- Is not bound by traditional thinking, is not afraid to think outside the “library box.”
- Will be committed to the success of our adult services staff.
- Is eager for the chance to develop adult programming and services.
- Is eager to interact with our customers and to make our community an even better place to live.

**Position Title:**           **Head of Adult Services - Classification: Assistant Manager, Grade 24**

Rate of Pay:               \$45,240.00 starting

Hours /FLSA status:   Non-Exempt Full Time –  
Schedule includes full days, evenings and weekend rotation

Location:                 GEAUGA WEST LIBRARY, 13455 Chillicothe Road, Chesterland, OH

Reports to:               Building Manager

Supervises Staff:       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.

**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.

**Application Deadline:** Applications received by 11/15 will receive first consideration. Position will be advertised until filled.

If interested provide: Resume, work references and Geauga County Public Library application.

Application form available on our website online at: <http://geaugalibrary.net> under About Us.

Apply via email: [GCPL.recruiting@geaugalibrary.info](mailto:GCPL.recruiting@geaugalibrary.info)

Gauga County Public Library – Administrative Center, 12701 Ravenwood Drive, Chardon, OH 44024

Posting date 11/5/2021