

## **JOB SUMMARY**

The Adult Services Manager reports to the Library Director. This position participates in the daily operations of the library and is a member of the library's management team. The Adult Services Manager is responsible for providing high quality services to all patrons and leads adult service initiatives which includes management of programs, collections and supervision of staff. This position is also responsible for the maintenance of the library's technological infrastructure.

## **MAJOR DUTIES/ESSENTIAL FUNCTIONS**

- Participates in the development and implementation of library policies, procedures and long-range plans. Educates and trains staff in adopted policies and procedures.
- Assists the Library Director to ensure the overall effectiveness of library operations including development of library goals and policy, staff development and budgeting.
- Supports the information needs of community residents of all ages and abilities.
- Collaborates with members of the library management team to coordinate shared projects and services.
- Identifies and collaborates on grants and other funding opportunities to support programs and services.
- Serves as the librarian-in-charge when assigned, supervising all library staff and operations; assists in any library service as required.
- Serves as a subject expert on adult collections and provides enhanced subject training to staff. Develops supplemental resources to aid in providing high quality information services to adults.
- Selects, trains, and supervises library employees. Establishes work schedules, assigns work assignments, and evaluates performance.
- Oversees the planning, implementation and marketing of library programs and outreach events for adults which promote life-long independent learning and literacy in our community.
- Monitors the expenditures of the adult department adhering to established guidelines and procedures.
- Oversees the maintenance of the adult collection including selection, organization and withdrawal of materials.
- Cultivates and maintains professional relationships with local organizations and community resources.
- Oversees the design and maintenance of the library's website.
- Maintains, monitors and troubleshoots the library's computer network which includes network devices, computer hardware and software, and peripherals.
- Reviews and evaluates hardware and software applications, develops budgets and implements new technology. Makes recommendations to the Director and Library Board on technology needs.
- Provides ongoing technology support and training to all library staff.
- Monitors the daily operations of the Library's computer systems and acts as the technology liaison for the Bridges Library System and vendors.
- Serves as the library representative on assigned committees.
- Prepares reports and statistics as requested by library administration. Evaluates the effectiveness of department activities and results of output measures.
- Maintains up-to-date knowledge of trends in library services by reading professional journals and participating in continuing education opportunities.
- Performs other tasks and projects as assigned.

## **REQUIRED KNOWLEDGE AND ABILITIES**

- Good interpersonal skills and ability to maintain and foster cooperative, courteous and effective working relationships with the public, peers and supervisors.
- Advanced knowledge of current library principles, procedures, technology, goals and philosophy of service.
- Advanced knowledge of computer networking concepts, hardware and software applications.
- Ability to provide support for current digital devices and software including Microsoft Office products, Google Tools, the Internet, email and new technology as introduced and/or adopted.

- Ability to train and assist staff and patrons in use of computer equipment, software, and related items.
- Ability to adapt quickly to a changing technological and content/information distribution landscape.
- Ability to train staff and patrons on procedures and processes in a courteous and effective manner.
- Ability to gather statistics, analyze information and prepare reports.
- Ability to set priorities, manage time and complete tasks as scheduled.
- Ability to maintain confidentiality of library patron information.
- Good oral and written communication skills.
- Proficiency with English grammar and spelling.
- Ability to maintain regular physical attendance.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Use of hands to finger, handle or touch books, write, file, sort or shelve
- Use of hands and arms to handle, carry, position and move materials and manipulate items
- Use of legs and feet to sit, stand, walk, stoop, climb, kneel, crouch, crawl, bend, twist and balance without fatigue
- Ability to hear and talk
- Close and distance vision required
- Ability to lift and reach books above the shoulders
- Lift and carry up to 50 pounds safely
- Push or pull objects weighing 300-400 pounds

### **WORK ENVIRONMENT**

Work is performed in an environment with a large volume of public interaction. Employees will be exposed to dust. The noise level is usually quiet to moderate.

### **TOOLS AND EQUIPMENT**

- Ability to use office technology equipment: Integrated Library system, Window operating systems, Microsoft Office, personal electronic devices including iPad, self-checkout kiosks, printers and new technology as introduced and/or adopted.
- Skilled in the operation of the following tools and equipment: book truck, telephone, paper cutter, cash register, copy machine, scanner, laminator and new equipment as introduced and/or adopted.

### **EDUCATION/EXPERIENCE**

- Master's Degree from an American Library Association accredited library school.
- Two (2) years of experience in adult services required with public library experience preferred.
- Demonstrated leadership ability.
- Demonstrated knowledge of computer networks, hardware and peripherals.
- Must be able to maintain a regular work schedule which may include evenings and weekends.

### **SELECTION GUIDELINES**

The selection for this position is covered by a process that includes, but is not limited to, the completion of a formal application, verification of education and experience, oral interviews and reference checks. Prior to appointment, candidate may be required to submit to a medical examination and drug screen consistent with requirements of the position. Candidate may also be required to submit to a record check made by local, state and/or federal authorities before final approval.

### **DISCLAIMER**

The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an

Pewaukee Public Library

**Job Title:** Adult Services Manager

**Reports to:** Library Director

**Classification:** Exempt

employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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