

ELYRIA PUBLIC LIBRARY

Inclusion, kindness, and respect infuse every chapter of our story!

JOB TITLE: ADULT SERVICES MANAGER

Department:	Adult Services	FLSA Status:	Salary Exempt
Location:	West River, Central	Position Type:	Full-Time
Starting Salary:	\$46,000 annually	Hours/Week:	37.5
Supervisor:	Branch Manager or Deputy Director	Positions Supervised:	Librarian, Assistant Librarian

EPL LEADERSHIP MODEL

Model Our Culture and Values - **Coach** for Growth and Development - **Care** Deeply for Your Team

At our core, we believe in leadership that inspires passion, resonates with purpose, and empowers every team member to thrive.

JOB SUMMARY:

The Adult Services Manager plays a crucial role in advancing our Library's mission by overseeing daily operations in Adult Services. This role combines leadership, patron awareness, programming, and collection development to create engaging experiences for our patrons and the members of our team.

ESSENTIAL DUTIES:

Leadership:

1. Maintain a comprehensive understanding of the services and roles within the Adult Services department, ready to provide support or assume responsibilities when needed.
2. Demonstrate and communicate library policies to align the team with organizational values and standards.
3. Leverage your team's collective strengths to encourage experimentation, risk-taking, and the delivery of innovative services.
4. Advocate for the needs and interests of the Adult Services department within the organization.
5. Actively communicate and contribute to collaborative efforts with other team leaders to engage teams on system-wide initiatives.
6. Collaborate and provide support as needed across all library services to ensure the efficient and effective delivery of exceptional library experiences for patrons and staff.

Management:

7. Supervise, lead, and support the Adult Services team, including scheduling, training, evaluating performance, and fostering a collaborative work environment.
8. Schedule, plan, and lead regular meetings with staff to gain insight and set expectations.
9. Oversee vendors and external service providers, establish expectations, and ensure accountability as required.
10. Maintain on-call availability to ensure continuous schedule coverage and efficient library services within the department.
11. Oversee budgets and resources to ensure financial health and optimize resource allocation for the Adult Services department.

Patron Awareness:

12. Proactively assess adult patrons' needs and preferences, shaping innovative library programs based on valuable feedback and team collaboration.
13. Advocate for adult learning, literacy, and personal development, tailoring library services to diverse needs.
14. Provide reader advisory services by suggesting engaging materials for patrons of Adult Services.
15. Create and maintain partnerships with community groups, such as schools, agencies, and other non-profits driving collaborative initiatives and advancing the Library's mission in Adult Services.
16. Monitor and assess local and national adult services trends, industry best practices, and standards, offering recommendations to improve the Library's adult programs and services.

Program Development:

17. Develop, guide, implement, and assess programs, services, and special events for adults, fostering connected learning experiences that inspire and educate.
18. Stay current on industry trends and emerging adult service technologies through ongoing professional development, refining and enhancing adult services.
19. Identify and secure grant opportunities, establishing relationships to expand services.

Collection Development:

20. Oversees and participates in the selection, acquisition, and maintenance of adult materials ensuring that the collection is relevant and meets the informational and recreational needs of the adult population.
21. Other duties as assigned.

POSITION QUALIFICATIONS:

Education: Masters in library science preferred
Years of Relevant Experience: Three (3) or more years preferred
Years of Supervisory Experience: Three (3) or more years preferred
A valid driver's license, automobile insurance, and reliable personal transportation is required.

JOB REQUIREMENTS:

1. Knowledge of principles and practices of public librarianship.
2. Knowledge in literature, reference, and informational library materials, along with proficiency in technology, programming, and related services.
3. Knowledge of effective supervisory methods and techniques.
4. Skill in customer service with ability to communicate to diverse audiences.
5. Skill in public speaking and delivering educational and informational presentations.
6. Ability to plan and conduct programs for the branch and department's audiences.
7. Ability to operate both general and role specific equipment and technology used by the Elyria Public Library, with or without accommodation.

WORK CONDITIONS:

1. The work environment entails common safety precautions consistent with office settings, including safe use of equipment, awareness of surroundings, and adherence to fire regulations.
2. The noise level in the work environment is usually quiet.
3. This position is performed in an office setting although off-site meetings in various settings occur.
4. Lifting objects [less than 50 pounds] and carrying them short distances [50 feet or less] is required.
5. May require working irregular hours, including evenings and weekends.
6. Some local travel by personal automobile is required. Occasional overnight travel may be required.
7. Consistent presence on the library floor and on feet while monitoring, assessing, and assisting patrons/staff in the use of the library and its equipment.

LEADERSHIP COMPETENCIES:

- Model-Coach-Care
- Social & Emotional Intelligence
- Adaptability
- Problem Solving
- Collaboration
- Organizational Awareness
- Effective Communication
- Positive Outlook
- Leadership
- Customer Service

PERFORMANCE METRICS:

- Mentoring & Coaching
- Employee Engagement
- Community Engagement
- Customer Satisfaction
- Patron Awareness
- Innovation & Creativity
- Project Management
- Continuous Education
- Administrative Efficiency
- Compliance

The purpose of this position description is to offer a comprehensive overview of the primary duties and responsibilities typically undertaken by individuals in this role. Employees may be asked to perform job-related tasks beyond those explicitly outlined in this document. Reasonable accommodations will be made for persons with disabilities covered by the American with Disability Act (ADA) in accordance with its requirements.
