

Head of Adult Services

Reports To:	Library Director
Department:	Adult Services
FLSA Status:	Exempt
Employment Type:	Full-Time, 37.5 hours per week, including scheduled evenings and weekends
Salary Range:	\$55,000 – \$65,000, plus benefits

Position Summary

Under the direction of the Library Director, the Head of Adult Services provides direct and varied patron services, including but not limited to planning and implementing dynamic programming, curating and providing access to high-quality materials relevant to adults of all ages, developing resources and services aimed at attracting non-library users, supervising the Adult Services staff, and creating a safe, welcoming, and stimulating environment.

Essential Duties and Responsibilities

Supervision & Staff Management

- Train, supervise, schedule, and evaluate Adult Services staff and pages.
- Function as Staff Member in Charge in accordance with the library's chain of command.
- Foster a collaborative, service-oriented team culture within the Adult Services department.

Patron Services & Programming

- Provide prompt, courteous, and direct assistance to patrons in a library setting.
- Provide reference and reader's advisory services.
- Develop and implement programs and services that fulfill the diverse recreational, enrichment, and educational needs of adults of all ages.
- Cultivate strong patron participation in, and ownership of, library services and programs.
- Curate and maintain developmentally appropriate digital resources and services that encourage exploration and development of digital literacy.
- Provide technical assistance in the computer area.
- Assist with the creation and maintenance of displays.

Collections & Outreach

- Oversee and participate in the selection of new and replacement library materials, using professional review literature and the library's collection development and weeding policy, for both physical and digital items.
- Manage periodical subscriptions and holding records.
- Develop and maintain outreach services.
- Actively engage non-library users within the community.

- Serve as an embedded librarian within a local community service organization, extending library resources, expertise, and services directly into the community.
- Represent the library within the community at events and meetings.

Planning & Professional Development

- Develop and pursue long-range goals in consultation with community needs, state and national trends, and the Adult Services department.
- Provide input on the Adult Services budget, including materials, programming, and staffing needs.
- Develop and recommend policies and procedures affecting Adult Services operations.
- Attend professional workshops, conferences, continuing education courses, and local and regional meetings, including Library of Michigan certification and continuing-education requirements.
- Maintain active membership in at least one local community service organization, serving in an embedded librarian capacity, in addition to relevant professional organizations.
- Other duties as assigned.

Minimum Qualifications

- ALA-accredited MLS/MLIS degree.
- Eligible for, or currently holding, a Level 2 Library of Michigan Professional Certification (master's degree from an ALA-accredited library school).
- Knowledge of standard public library reference tools and resources, both print and electronic.
- Demonstrated computer skills.
- Demonstrated oral and written communication skills.
- A strong public service orientation.
- A valid Michigan driver's license is required.

Preferred Qualifications

- Minimum of 3 years' supervisory experience.
- Experience with the Polaris Integrated Library System (ILS).
- Experience developing and delivering adult programming in a public library setting.
- Experience serving and engaging diverse communities.

Physical Requirements and Work Environment

- Ability to lift and move library materials weighing up to 25 lbs.
- Ability to stand, bend, and walk for extended periods, and to sit at a workstation for extended periods.
- Regular attendance during scheduled hours, including evenings and weekends, is an essential function of this position.

To Apply

Send resume and cover letter to Katie Barnes at kbarnes@mtclib.org.

The Mount Clemens Public Library does not acknowledge receipt of applications.

The Mount Clemens Public Library is an equal opportunity employer.