

Lake Geneva Public Library
Head of Adult Services

Reports to: Library Director

Job Summary

Directs the activities of adult services; including adult programs, collection development, public relations, and other library events. Manages the adult area budget and reference assistant.

Job Responsibilities

Adult Programming

- Plans, organizes and conducts library services and programs, and evaluates program efficiency and effectiveness at least annually, more often as requested
- Plans and oversees annual series of adult programs for the community
- Coordinates community outreach, including art in the library

Public Relations

- Promotes library resources and services through flyers, news releases, and other types of promotion & public information
- Manages the LGPL website, social media accounts, digital sign, e-newsletter, and other public relations channels

Adult Materials Collection

- Maintains the collection through replacement of outdated or damaged items, performs inventory management and collection usage analysis, tracks requests
- Provides reader's advisory, reference, library instruction, database searching, and other public assistance
- Coordinates Interlibrary Loan with Lakeshores Library System

Budget & Reference Assistant

- Supervises, trains, schedules, and evaluates library reference assistant under the guidance of the library director
- Advises the library director in regard to policies and procedures in adult services, writes reports and recommendations; implements decisions as related to adult services administration and budgeting
- Supervise and coordinate projects for library volunteers

Other Duties & Projects

- Performs other related work as assigned by the library director
- Engages in a high degree of teamwork including but not limited to active participation in manager's meetings and cross training in departmental functions where this action would result in more effective operations and better patron service
- Assists the library director and may serve as "in charge" administrator in library director's absence
- Serves on library system committees as assigned by the library director

Preferred Qualifications/Qualities

1. Demonstrated leadership & teamwork ability
2. Excellent customer service skills
3. A thorough knowledge of computer applications for library services
4. Advanced knowledge and understanding of reference literature, technical services and of basic library principles, procedures, technology, goals, and philosophy of service.
5. Proficiency in computer & mobile device operation and familiarity with online databases for consumer, business, and financial information
6. Proficiency in Microsoft Word, Excel, Publisher and PowerPoint
7. Strong editing and writing skills
8. Experience in web site maintenance and development (WordPress)
9. Experience with graphic design software
10. Knowledge of Wisconsin Library Law
11. Familiarity with Baker & Taylor 360/Midwest Tape and/or other library vendors
12. Experience managing a budget
13. Ability to prepare and deliver brief, concise and attractive reports of library services and facilities both orally and in writing
14. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.

Essential Functions

- Planning & organization skills: establish quantifiable systematic methods of accomplishing goals
- Time & change management: set priorities in order to meet assignment deadlines
- Supervision of reference assistant: schedule and plan work, timekeeping, and performance management
- Publicize library services and events: through website, in-house promotion, and marketing to community sites and social media
- Evaluate materials for the library collection: read professional reviews, communicate with salespeople, perform report analysis, and coordinate with other library departments
- Assist staffing the Reference Desk
- Assist creating short and long range goals for the department
- Assist with troubleshooting computer issues and train staff on technology
- Assist in annual adult materials collection budget preparation and monitoring throughout the year
- Collect statistics and analyze information
- Prepare reports as needed

Preferred Experience, Background & Requirements

1. Master of Library Science degree from an American Library Association accredited institution
2. Three years of progressively responsible library experience providing reference, programming, and collection development services
3. Two years of supervisory or leadership experience
4. Successfully pass City of Lake Geneva background check

Environmental/Working Conditions

1. Varying work hours; evening and weekend hours as scheduled by the Library Director
2. Inside work environment

Physical Demands of Position

1. Ability to work in confined spaces
2. Bending, twisting, and reaching
3. Far vision at 20 feet or further, near vision at 20 inches or less
4. Fingering: keyboarding, writing, filing, sorting, shelving, and processing
5. Handling: processing, picking up and shelving books
6. Lifting and carrying: 50 pounds or less
7. Mobility: independently travel to meetings outside the library
8. Pushing and pulling: objects weighing 60-80 pounds on wheels
9. Sitting, standing, walking, climbing, and stooping
10. Talking and hearing; use of the telephone

Last updated: September 2018