

Adult & Teen Services - Adult & Teen Services Manager

Status: Exempt

Hours: 37.5 hrs/week (minimum)

Description: A full-time position responsible for managing the Adult & Teen Services Department staff, programming, services and all department resources.

Reports to: Library Director

Manages: Adult & Teen Services exempt and non-exempt staff members.

Duties and Responsibilities:

In order to grow a positive organizational climate and to develop an increasing level of customer satisfaction, the Adult & Teen Services Manager will:

- Create a friendly, welcoming environment that is focused on helping the community to utilize the library's resources to their fullest potential.
- Recruit, manage, mentor, and evaluate all Adult & Teen Services department staff.
- Serve as person-in-charge on a regular basis, including nights and weekends.
- Work with colleagues to develop and execute new outreach and marketing activities to promote library collections and services in support of our strategic plan.
- Collaborate with members of the management team to continuously improve our organizational competencies.
- Manage budget, contracts and resources related to adult and teen collections.
- Oversee the collection development of materials for adults in all formats, in accordance with Library policies and procedures, and keeping abreast of user demands.
- Formulate metrics-driven evaluations of collections, services, programs and space.
- Establish priorities and a coordinated approach for implementing service offerings and space allocation for the ease and convenience of patrons.
- Support the Middle School & Teen Librarian in maintaining a welcoming and positive environment for middle-school aged students.
- Coordinate with the Adult Programming Librarian to create and deliver appropriate programming for adults with a specific focus on serving older adults and seniors.
- Troubleshoot library technology offerings and serve as the departmental liaison to the library's outsourced IT consultant.
- Serve as an advocate for all library patrons within the library and in the larger community.
- Seek and develop new relationships for the library with other local stakeholders in order to meet community needs.
- Other duties as assigned.

Necessary Skills and Abilities

- Genuine enthusiasm for working with and connecting with people.
- Excellent interpersonal skills and clear oral and written expression.
- Demonstrates creative thinking in implementing new ideas and optimizing solutions.
- Possesses a strategic mindset coupled with strong attention to detail.
- Openness to new ideas and collaboration in a team environment.
- Knowledge of a broad range of reading genres and subjects.
- Experience with emerging technologies and their application in a library setting.

Qualifications:

- MLS from an ALA accredited school.
- At least three years of experience working with the public in a library setting with increasing levels of responsibility.
- At least one year of supervisory experience.
- Wide flexibility of movement is required including standing, bending, and lifting. Must be able to lift and carry at least 20 lbs. and push or pull carts loaded with library materials.