

The Monticello-Union Township Public Library is a service institution that seeks to inform, educate, entertain, and culturally enrich the community.

Monticello-Union Township Public Library Job Description

Title: Adult Services Manager
Status: Salaried/Exempt
Supervision: Library Director
Job Summary: Purchase all adult materials, provide adult programming, and assist customers with their use of the library.
Hours: Full time (40 hrs. per week/flexible schedule)

Duties and Responsibilities

- Provide outreach services for homebound patrons
- Support library outreach efforts by participating in community events to promote the library's visibility
- Optimally utilize all channels of communication in publicizing library programs
- Develop promotional materials and media releases
- Display/evoke love of libraries and be an advocate for the library
- Design and produce bibliographies, bookmarks, and other promotional items for adult materials
- Provide library tours as needed
- Assume responsibility for collection management and development
- Select and supervise processing and cataloging of all adult materials and supplies
- Maintain a current knowledge of books and authors
- Evaluate requests for new book purchases
- Evaluate donated materials for inclusion into the collections
- Participate in the ongoing maintenance of the library's OPAC
- Supervise the continuous weeding and inventory of all adult materials
- Supervise and evaluate technical services clerks
- Participate in the library's management and technology teams and serve on committees as needed
- Maintain professional and technical knowledge by attending workshops, reading professional publications, and participating in individual and library training
- Approve incoming bills for adult materials
- Reconcile adult materials monies spent versus adult line item budgets
- Create monthly budget and follow
- Assist director in preparing the annual library budget and annual report
- Participate in library fundraising efforts
- Coordinate, design, and update adult services home page
- Remain willing to learn new technologies, especially those necessary in performing library duties
- Demonstrates knowledge of library's cataloging system
- Embody professional, helpful customer service attitude
- Staff the circulation desk as needed
- Enforce Library policies and procedures fairly to all customers
- Maintain familiarity with the methods, materials, policies, practices, and procedures of professional library work
- Assist and instruct customers in use of library resources
- Develop ways and means to stimulate readers and community interest in library programs and services
- Plan, organize, and present adult programs

- Maintain and order supplies as needed.
- Create attractive and educational displays of adult materials throughout the library
- Serve as primary contact person for Interlibrary Loan requests
- Act as manager in charge of library as needed
- Deal with disturbances and problem users
- Serve as liaison for staff orders
- Display ability to work independently and in detail
- Perform duties as assigned
- Know and apply library policies
- Support and contribute to overall library mission and goals
- Compile appropriate statistics
- Research and apply for grant funding for adult programs and services
- Deposit cash/checks as needed
- Complete internal controls training on an annual basis
- Adhere to Staff Code of Ethics/Conduct
- Perform other duties as assigned
- Work remotely to complete assigned duties including alternative scheduling with online webinars, technology training, and at home projects during an executive stay-at-home order
- Assist by being in the building, as allowed, for limited hours, to maintain the business obligations of the library, during a pandemic

Education, Experience, and Skills Required for Job:

- Minimum of 60 hours of college credit and 9 college credit hours in library science (required)
- Must have or be able to acquire the Librarian Certificate 5 within 3 years (required)
- Master's Degree in Library and Information Science (preferred)
- Considerable knowledge of book classification
- Considerable knowledge of and ability to use reference tools
- Willingness to try new ways of doing things
- Basic knowledge of keyboarding and computer skills
- Understand the necessity of, and maintain confidentiality of library use
- Demonstrate a strong ability to identify, analyze, and solve problems
- Enjoy working in a fast-paced, ever-changing work environment
- Effectively handle competing priorities and cope effectively with pressures and stressful situations
- Good customer service skills
- Supervisory skills
- Honest, punctual, and able to maintain confidentiality
- Ability to work cooperatively with other library departments and staff
- Aptitude for detail work
- Experience working in libraries
- Know and apply professional codes