

3.09S**POSITION TITLE: ADULT & TEEN SERVICES MANAGER****DEPARTMENT : OSCAR GRADY PUBLIC LIBRARY****SUPERVISOR: LIBRARY DIRECTOR****LOCATION: OSCAR GRADY PUBLIC LIBRARY****HOURS:** Permanent 30 hour/week position. Hours will be adjusted to meet the needs of the organization.

A. JOB SUMMARY/OBJECTIVES:

Under the general direction of the Library Director, this employee has responsibility in planning, implementing and managing a comprehensive program of Library services to adult and teens. Supervisory work is required for instruction to part-time Library Assistants and Page positions. This includes decision-making responsibilities in the absence of the Director.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plans, coordinates, and participates in the operation of the Library's adult and teen services and programming. Training and supervising of personnel. Plans and carries out special interest displays, programs and projects as needed.
2. Promotes adult and teen library services, including events and resources, through media outlets.
3. Selects for acquisition books and materials, participates in collection development and collection maintenance. Answers reference and readers advisory questions and refers to Library Director as needed.
4. Manages the cataloging of adult and teen material.
5. Instructs patrons in the use of the computer catalog and other Library resources including print and online. Assists patrons with reference questions, readers' advisory, bibliographic and computer instruction. Refers to Director as needed.
6. Interprets Library rules and policies to patrons. Assists in monitoring the behavior and conduct of Library patrons according to policies.
7. Performs circulation desk procedures on a computer, such as, checking in/out materials, registering patrons and collecting fines and overdue maintenance. Shelves and straightens collections as needed.
8. Assists with computer and technology maintenance when applicable.
9. Keeps abreast of current publishing trends and developments affecting libraries and services through trade journals and professional organizations.
10. Travels to required meetings related to job.
11. Interprets bibliographic records and edits as needed.
12. Performs other reasonable duties as assigned by Library Director.

C. KNOWLEDGE, SKILLS, AND ABILITIES:

1. This employee must enjoy working with all ages and be able to work well with the public.
2. Considerable knowledge of teen and adult literature is desirable.

3. Considerable knowledge of Library operations, services, and materials.
4. Computer experience: proficiency with various programs/databases and troubleshooting, familiarity with internet searching, working ability to read and edit bibliographic records.
5. Ability to gather statistics for program attendance, analyze information and make programming decisions based on information.
6. Analytical skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information and resources when making decisions.
7. Considerable ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
8. Time management: set priorities in order to meet assignment deadlines.
9. Ability to maintain effective working relationships with others is essential.

D. MINIMUM QUALIFICATIONS :

EDUCATION AND EXPERIENCE:

College degree preferred. College level coursework in Library Science or other related course work is helpful. A combination of education and work experience that would meet the needed abilities for the job would be considered.

TOOLS AND EQUIPMENT USED:

Personal computer, including Library automation software, MS Office, online databases; motor vehicle for attending required meetings, phone, copier, fax machine and any other work related piece of equipment.

PHYSICAL DEMANDS OF THE POSITION:

1. Sitting, standing, walking, climbing and stooping.
2. Bending/twisting and reaching.
3. Talking and hearing; use of the telephone.
4. Far vision at 20 feet or further; near vision at 2 inches or less.
5. Handling: processing, picking up and shelving books.
6. Fingering: typing, writing, filing, sorting, shelving and processing.
7. Pushing and pulling: objects weighing 60-80 lbs. on wheels.
8. Mobility: travel to meetings outside the Library.

ENVIRONMENTAL/WORKING CONDITIONS

1. General inside work environment.
2. Flexible work hours; some evening and Saturday hours.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and fully understand the Position Description for Adult & Teen Services Manager. I agree to perform all the duties listed within the description.

Employee: _____

Date: _____

Library Director: _____

Date: _____

Village Administrator: _____

Date: _____

Effective Date: _____