

# CIDL

CLARKSTON INDEPENDENCE  
DISTRICT LIBRARY

Innovate. Enrich. Educate.

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6495 Clarkston Road  
Clarkston, MI 48346

## Head of Adult Services

The Clarkston Independence District Library seeks a creative, enthusiastic librarian to join a positive, team-oriented work environment and lead our adult services department.

**Hours:** 40 hours per week, includes some evenings and weekends  
**Salary:** \$48,000-\$64,000 depending on qualifications and experience  
**Benefits:** Health, dental, and optical insurance; Disability and life insurance; Vacation, sick and personal days; Retirement plan.

### Primary Duties and Responsibilities:

- Develop collections and manage budgets for adult services department.
- Collaborate with community organizations to promote the Library.
- Design a variety of activities to promote use of the Library by adults.
- Manage a team of adult services librarians.
- Write and oversee schedules.
- Assist patrons of all ages in obtaining information in a variety of formats.
- Provide readers' advisory services to patrons of all ages.
- Instruct patrons individually and in small groups in the use of library resources and equipment.
- Develop Library policies and procedures with administrative team.
- Coordinate volunteer projects for adult volunteers.
- Update Adult Services portion of the Library's website.

### Required Qualifications:

- MLS/MLIS from an ALA accredited institution.
- Experience working with adults & enthusiastic commitment to adult services.
- Supervisory experience.
- Strong organizational and planning skills with the ability to work independently and as a team leader.
- Public library/reference desk experience.
- Experience working with an ILS, Polaris preferred.
- Collection development experience.
- Desire and ability to provide excellent customer service.

**Reports to:** Library Director

Send cover letter, resume, and contact information for three professional references by email to:

Julie Meredith, Library Director

[juliem@cidlibrary.org](mailto:juliem@cidlibrary.org)

**Deadline for applications: Monday, July 23, 2018 at 5:00pm**

An Equal Opportunity Employer