



Cromaine Is the Cultural Center of Hartland—our Adult Services Manager will build on that

A beautiful new addition has been completed, under budget, and we finally have spaces for our staff to continue to create new and innovate traditional library services and collections. As the Cultural Center of Hartland, Hartland's Cromaine is expected by its community to offer music and art, as well as all of the science, engineering and technology engagement possible for all ages. **We have a full-time Adult Services Manager position** available to lead staff responsible for collection and programming for adults. **This position is open due to the mid-fiscal year creation of a Technology Manager position**, filled by an expert already on staff. Our community thrives on popular materials and community-based programming. If you have some special interests and skills, we'll find a way for you to share those with our community, too! In 2017, Hartland's Cromaine celebrated its 90th year of service with a big splash, including the grand opening of the new space. **A highly collaborative management team will support you as the Adult Services staff continues to "recharge" and explore how best to meet our community's diverse interests with quality collections and services.**

Cromaine District Library is located near the intersection of M-59 and US-23—easy to get to from Detroit, Lansing, Ann Arbor, and Flint. Hartland's Cromaine (built in 1927, expanded in 1980, and again in 2017) has the elegant Community Room, a large physical collection and large digital collection, plus two new smaller meeting rooms, a Youth Program Room, and three new study rooms as a result of the little addition to this building. **We also have a serious commitment to outreach, participating in many events and exhibits beyond our walls** as well as finding new ways to be active outside this building in a busy community.

Cromaine wins grants, including several National Endowment for the Arts' The Big Read. Grants for technology in Youth, local business sponsorships for the summer concert series, exhibits from the Smithsonian and to be a pilot for a national grant program—we are a place to connect to culture, music, technology, makers, as well as reading in every format. **Many of the grants support a very full event calendar** (check it out at WWW.CROMAINE.ORG). We are an OverDrive (TLN's Download Destination) plus Advantage, hoopla, and RB Digital (Zinio) library. We also offer Kanopy and Universal Class services supporting our lifelong learners. We welcome new technologies and ways to improve collections and services, taking seriously every patron request for both popular materials and those more esoteric. **We pay MLS managers from \$23.30 to \$24.30 per hour to start; 40 hours per week with half-hour paid lunch; includes some evenings and weekends with Sundays at time and one-half.** MLA membership and national conference attendance (in rotation) paid. Full-time positions at Cromaine have paid vacation, sick, and business time (available after completion of the introductory period), plus holiday pay, paid birthday, and paid bereavement leave. Health insurance (an HSA plan) is provided for the employee and the employee may purchase health insurance for dependents at the library's rates. Dental insurance, optical coverage, life insurance, short- and long-term disability are all provided for the employee. You may purchase several AFLAC plans at the library's rate with a pre-tax deduction. **TIAA-CREF defined contribution retirement is provided at 10% employer contribution and immediately vested with no required employee match.**

Lead a staff committed to public service with a community that loves its library and its library staff even more. Send your application (available at WWW.CROMAINE.ORG), resume and a cover letter to "Librarian" at PO Box 308. Or send by email (preferred to be "green") to brentola@cromaine.org as soon as possible—**position applications received prior to March 25 preferred; applications accepted until filled.**

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WWW.CROMAINE.ORG

CROMAINE DISTRICT LIBRARY
Hartland, Michigan

Adult Services Manager

REPORTS TO: Library Director

SUPERVISES: Adult Services librarians and department volunteers

JOB SUMMARY: Responsible for development, implementation and evaluation of library services to and collections for emerging adults, adults, and senior adults, staff supervision and training, and direct reference and reader's advisory services to adults.

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

DUTIES AND RESPONSIBILITIES

Essential Job Functions

Administration, Planning, Budgeting

Plan, coordinate, implement, and evaluate services to adults.

Prepare the budget for the Adult Services Department.

Assist the Library Director with long term planning.

Investigate and recommend information and reference practices that effectively improve services to the community.

Prepare reports, gather statistics, coordinate collection of library output measures.

Assist in the application for, and implementation of grant- and gift-based projects working with members of the management team and other departments' staff as appropriate.

Assist in the search for community sponsorships, gifts, and partnerships for fundraising and development in collaboration with members of the management team.

Reference & Reader's Advisory

Provide effective, positive, and personalized reference and reader's advisory services in person, by telephone, and e-mail, using all available resources, electronic and print.

Assist and instruct library users and staff using electronic information sources and the computer catalog as well as devices that provide access to both.

Lead staff in the adoption and practice of positive communications and services.

Responsible for ongoing integration of new technology in the department.

Collection development

Coordinate collection development including the selection and withdrawal of materials for the reference, circulating, and adult periodical collections.

Select and order materials based on patron requests, reviews, catalogs, and recommendations.

Lead staff in the development and maintenance of popular materials collections, both print and media. Assist in the selection of e-resources working with the management team.

Manage the local history collection.

Library Events & Public Relations

Arrange for, carry out, and evaluate programs, exhibits, displays, and other activities of community interest.

Assist with newsletter, web site, social media and other forms of communication to the community, in collaboration with the management team.

Lead staff in the initiation of community-based events for adult audiences.

Promote the library through tours and outreach activities.

Personnel

Identify human resources needs for effective service to the community.

Participate in the recruitment, interviewing, and hiring of staff for the department.

Provide orientation, training, and evaluation of department staff.

Supervise staff and schedule the work of the Adult department.

Other

Act as back-up for the members of the management team, including the Library Director, as needed.

Participate in professional meetings and continuing education activities.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position.

Education, certification, training, and experience

Master's degree in Library Science from an ALA-accredited program.

Minimum 3 to 5 years experience in public library adult services.

At least six months' successful supervisory experience.

Professional Librarian's certificate from the Library of Michigan.

Skills and Abilities

Genuine interest in providing superior public service.

Ability to achieve and maintain cooperative and effective relations with members of the general public and with other employees.

Solid knowledge of popular reading materials, reference tools, and electronic resources.

Ability to select appropriate reading materials for the assigned collections.

Ability to present innovative and traditional programs for adults and senior adults.

Ability to prepare attractive library exhibits.

Ability to work independently and take initiative.

Ability to use a variety of technologies, including operating systems, integrated library systems, software for communications and graphics, web design, and others.

Excellent oral and written communication skills in English.

Physical abilities

Physically able to operate a variety of machinery and equipment, including office equipment such as computers, calculators, copiers, fax machines, CD/DVD players, e-readers, tablets, and handhelds

Ability to stand or sit for extended periods of time (four hours) to use computer workstations, including keyboard and visual display terminal.

Strength to push or pull a loaded book cart which can weigh in excess of 100 pounds on level floor and up ramp, to lift or maneuver onto cart loads of up to 50 pounds, and to carry cartons of books of reasonable weight (25 pounds or less)

Must be able to pay close attention to details and concentrate on work

Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data or things

Time management ability to set priorities in order to meet assignment deadlines

Sufficient clarity of speech and hearing or other communication capabilities which permit effective communication

Sufficient vision or other powers of observation to permit employee to read books and patron requests

Sufficient manual dexterity which permits the employee to type and record library files

Sufficient personal mobility and physical reflexes which permits the employee to re-shelve library materials and work at public service desks

Other

Flexibility in scheduling, including the ability to work evenings, Saturdays, and Sundays.

The qualifications listed above are intended to represent the minimum skill and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as an expression of absolute employment or promotional standards but as general guidelines and should be considered along with other job related selection or promotional criteria.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to talk or hear, and occasionally required to travel to other locations. The employee is frequently required to sit, stand, walk, reach with hands and arms, use hands to finger, handle, or feel, and stoop, kneel, or crouch. The employee regularly must lift and/or move moderately heavy objects. Specific vision requirement of the job include near vision, distance vision, color vision, and peripheral vision.

The physical demands and work environment characteristics described above are representative of those an employee encounters while performing the essential function of the job.