CITY OF LOUISVILLE
invites applications for the position of:
Librarian II: Adult Services and Materials Management
An Equal Opportunity Employer

SALARY: $64,459.20 - $74,110.40 Annually
HIRING RANGE $64,459.20 - $74,110.40
OPENING DATE: 10/01/19
CLOSING DATE: 10/21/19 11:59 PM

OVERVIEW:
The Louisville Public Library invites experienced, energetic, and committed library professionals to apply for our position of Librarian II: Adult Services and Materials Management Supervisor. The ideal candidate will share our vision to engage community, champion literacy, and spark imagination and learning.

The Library serves the City of Louisville and the Town of Superior. These communities are nestled in the beautiful front range of Colorado approximately 10 minutes from Boulder and 30 minutes from Denver. The City of Louisville has approximately 20,000 residents and has been named one of Money Magazine's "Best Places to Live." The Town of Superior is a growing community of about 15,000 residents and was named one of the best places to live in Colorado in 2019.

The Supervisor of Adult Services and Materials Management is a key member of the Library leadership team and is responsible for providing supervision and strategic direction in the Adult Services and Materials Management Divisions. This position leads a team of professional and paraprofessional staff in serving a supportive community of committed library users by implementing library services for adults and delivering library materials in a timely manner.

We are seeking a candidate with a Master's Degree in Library Science from an ALA accredited institution with a minimum of three years' professional librarian experience and supervisory experience in a library setting; or an equivalent combination of acceptable training, education and experience. The Adult Services and Materials Management Supervisor will exemplify the City's values of Innovation, Collaboration, Accountability, Respect and Excellence.

This is a Division Supervisor position reporting to the Director of Library and Museum Services.

Under the general direction of the Director of Library and Museum Services, provides supervision and strategic leadership in the Adult Services and Materials Management Division. Supervises Adult Services and Materials Management Librarians, Library Associates, Library Techs, and volunteers. Leads team planning and library service for adults, including reference, reader's advisory, instruction, programming, collection development, and outreach to businesses and the community. Leads the Materials Management team in delivering materials to our patrons in an accurate and efficient manner. Exercises leadership, independence in judgment, and decision-making within established library policy. Performs other duties as required.

The Librarian II- Adult Services and Materials Management professional will exemplify the City's vision of providing a vibrant, healthy community with the best small town atmosphere and promote our values of Innovation, Collaboration, Accountability, Respect and Excellence.

EXAMPLES OF DUTIES:
• Leads a team of professional and paraprofessional staff in serving a supportive community of committed library users.
• Provides excellent customer service by implementing library services for adults and delivering materials in a timely manner.
• Continually evaluates the patron experience, looking for opportunities to improve service to our community.
• Continually evaluates materials cataloging and processing systems to ensure the most efficient and cost-effective delivery of library materials to our community.
• Oversees daily operations of the Adult Services and Materials Management Divisions
• Manages performance of Division staff;; supervises Division volunteers; schedules work flow; resolves customer service issues
- Manages materials and programming budgets, including City funding, Library Foundation funding, and grant funding; allocates money and monitors expenditures in the Adult Services and Materials Management Division
- Plans, coordinates and leads large division projects. Delegates this responsibility as appropriate.
- Attends bi-weekly Library Supervisors’ meetings and other planning meetings for Library or City operations as needed; communicates needs and updates from the Adult Services and Materials Management Division to other supervisors and managers in the Library
- Coordinates development of Adult programs and services to meet community needs
- Assists library users in locating resources, provides instruction and reader's advisory services to library patrons
- Coordinates and delivers programs and events; assists in preparation and planning of programming done by others
- Actively pursues outreach opportunities. Schedules and manages outreach to businesses and community organizations to promote library services, build relationships and deliver programming.
- Reviews and recommends general reading and reference materials for the Library’s collection in a variety of formats.
- Manages and monitors collections to ensure they are current, accurate, and relevant. Coaches and assists other Adult Services staff in managing collections for currency, accuracy and relevancy
- Prepares reports and analyses for programs, collections and projects
- May write or assist with development of grant proposals
- Other duties as assigned

Knowledge, Skills & Abilities:
- Excellent customer service skills
- Knowledge of library management methods and practices
- Understanding of materials management practices
- Creative enthusiasm in working with library patrons of all ages
- Knowledge of public library principles and services
- Knowledge of adult materials in all formats
- Knowledge of collection development principles
- Skill in coaching and leading a team
- Familiarity with a broad range of technologies
- Experience with III Sierra
- Ability to work in a changing environment
- Ability to communicate clearly, both orally and in writing
- Ability to assist patrons in locating information and materials
- Respect for the privacy of individual users
- Ability to plan and execute library programs and large events
- Ability to exercise considerable initiative and judgment

GENERAL QUALIFICATIONS:
- Master’s in Library Science (MLS) from the American Library Association or Master’s in Library and Information Science (MLIS)
- 3 years professional librarian experience in a public or academic library setting with a history of increased responsibilities
- 2 years of supervisory experience in a library setting
- OR an equivalent combination of acceptable training, education and experience.

SUPPLEMENTAL INFORMATION:
Physical Requirements of the Job:
While performing duties of this job, the employee is regularly required to read, speak, and hear. The employee is frequently required to sit and use hands, fingers, handle or feel objects, tools or controls. The employee is frequently required to stand, walk, reach with hands and arms, climb, balance, bend, stoop, kneel, crouch, or crawl.

The employee must be able to regularly move up to 10 pounds, frequently lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Occasional use of personal transportation may be required for outreach to schools, community organizations and for staff development opportunities.

Work Environment:
The work is performed in the library. The noise level in the work environment is usually low to moderate.

Special License, registration, or certificate required:
Valid driver's license with a satisfactory driving record.
Applications are required for consideration for all open positions. Only applicants chosen to move forward in the recruitment will be contacted. For an updated status of each position please click on the 'Job Status' tab.

**Librarian II: Adult Services and Materials Management Supplemental Questionnaire**

* 1. Do you have an American Library Association accredited Master’s in Library Science (MLS) or Master's in Library and Information Science (MLIS)?
   
   - Yes
   - No

* 2. Do you have at least 3 years of professional Librarian experience?
   
   - Yes
   - No

* 3. Have you been a supervisor for at least 2 years?
   
   - Yes
   - No

* 4. If yes, please describe your supervisory role (how many employees did you manage, was it in a Library setting, did you give performance appraisals, etc.)

* 5. Briefly describe why you want to work at the Louisville Library in this position.

* Required Question