



Head of Adult Services – Full Time

Salary: \$45,000 - \$55,000 annualized salary based on experience and education

Hours: 37.5 hours a week, including some evenings and Saturdays

Benefits: Excellent benefits package including health, dental, and optical insurance. \$3,000 stipend for those who do not need health insurance coverage. A defined contribution (401K type) retirement plan with a generous employer contribution of 10% of salary, and no required employee match. Employee life insurance and other voluntary benefits. Paid time off benefits include vacation, sick, personal business, and holidays. Professional membership and the opportunity to participate in professional development available and encouraged.

Responsibilities:

- Manages Library and building operations in the absence of the Directors; responds to emergencies and provides support, as needed; acts quickly, exercising good judgment.
- Has advanced knowledge of the Library and its departments.
- Provides day-to-day management of the adult reference staff including supervision, interacting with the public, evaluating, training, hiring, scheduling, emergency preparedness, budgeting, and recommending department and Library needs.
- Works as a member of the Library's management team to create, interpret, update, and communicate Library and department policies and procedures compatible with the Library's mission and goals.
- Engages in outreach and events within the community; manages staff on various Library team projects as assigned.

Other Responsibilities:

- Offer excellent customer service while providing reference and reader's advisory services for adults and library users of all ages.
- Coordinates, assists, and helps promote the Library collections; manages collection development duties (selection, ordering, budgeting, marketing, and weeding) for adult print, audio visual, and digital collections.
- Develop recommendations for new and improved collections based on trends and community needs; plans for the addition of future collections.
- Represents the Library in various consortia (The Library Network) activities.
- Manages planning and implementation of traditional and innovative adult programming.
- Collaborate with staff throughout the library on projects and services that improve the library user experience.
- Provide backup support to other departments as needed.
- Follow and enforce all library rules, policies, procedures, and patron privacy laws.
- Perform related duties and general library work as necessary.

Minimum Qualifications:

Education and Certification:

- ALA-accredited MLIS or MIS degree.
- Five years progressively more responsible professional library and supervisory experience.
- Must possess a valid Michigan State driver's license.
- Library of Michigan Level 1 or 2 Librarian Certification preferred.

Skills and Abilities:

- Enthusiasm and commitment to public service excellence.
- Ability to work effectively and courteously with the public and other library employees.
- Exhibit flexibility and a willingness to work in a dynamic and changing environment.
- Computer proficiency, including use of electronic resources, databases, and Microsoft Office applications; the ability to teach others these same skills.
- Strong interpersonal, communication, organizational, and time management skills.
- Lift, carry, and push items up to 50 pounds, including shelving carts.
- Occasionally required to drive to other locations for meetings, outreach or training.
- Willingness to adjust schedule to meet library needs.
- Preferred knowledge of library automation software (CARL preferred), Baker and Taylor 360 ordering, online event scheduling software, and public pc management software.

The above is intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all job duties. This is an at-will position.

Email cover letter, resume, and completed [application](#) to: arosen@whitelakelibrary.org, Amy Rosen, Assistant Director

Dates: Applications received **before December 10th, 2021 will be given first consideration**

The White Lake Township Library is an equal opportunity employer.