

JOB DESCRIPTION

Job Title: Adult Services Supervising Librarian

FLSA Status: Exempt

**Salary Grade
and Salary
Range:**

7 - \$69,389 - \$90,210

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Job Overview

The Adult Services Librarian is responsible for the development and oversight of all library programs and services for adults, ensuring that our offerings remain engaging, diverse, and aligned with the Library District's mission.

This role involves identifying and cultivating partnerships with organizations whose missions complement the library's goals, thus expanding opportunities for lifelong learning and community engagement. By utilizing library resources, patron feedback, and community connections, the Adult Services Librarian will develop innovative services that respond to the evolving needs and interests of adult patrons of all ages and abilities.

This position will split their time between Windsor Library and Severance Library and is part of an evening and weekend rotation to act as the person in charge for the building.

Essential Functions

1. Programs & Events

- Develops a schedule of innovative and creative programs and events for adults of all ages, directly based on community interests and needs.
- Provides leadership and direction to Adult Programming Assistants, overseeing the planning, promotion, and execution of programs and events to ensure an engaging, well-organized, and high-quality experience for all attendees.
- Manages the evaluation of all programs and events through data collection, feedback, and assessment tools, ensuring responsiveness and the ability to make data-informed adjustments in order to enhance effectiveness and engagement. Strives to balance smaller, more intimate programs with larger events that attract broad audiences.
- Researches and implements best practices in adult programming and library services by staying informed on emerging trends, participating in professional development opportunities, and engaging with other librarians and industry groups to exchange ideas and innovations.
- Works closely with the communications team to promote programs and services effectively, leveraging strong community connections to identify new marketing opportunities and outreach channels.

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- Manages the online publication of programs and events, and ensures accurate and engaging event listings.

2. Partnerships & Relationship Building

- Identifies and engages with a diverse range of community partners, ensuring the library's programs and services reach adults of all ages, abilities, and backgrounds. Leverages connections in order to develop strategic partnerships that enhance library programming and ensures the library remains a responsive and valuable resource for adults in the community.
- Actively embeds in community groups and attends local meetings to build relationships, gather insights on community needs, and identify gaps in services.
- Works in collaboration with Executive Leadership and Communication teams to develop and deliver presentations to community groups and prospective partners, effectively communicating the library's mission, services, and program offerings to raise awareness and foster collaboration.

3. Supervision —

- Supervises and provides leadership to Adult Programming Assistants, guiding their efforts in facilitating, planning, and contributing to the development of adult programs and events.
- Defines the roles and responsibilities of Adult Programming Assistants, setting clear expectations and providing ongoing support to foster a collaborative and productive work environment.
- Evaluates the work of Adult Programming Assistants, offering consistent and constructive feedback to ensure quality programming and professional growth.
- Leads the recruitment, hiring, and training of new Adult Programming Assistants, ensuring that candidates align with the library's mission and the needs of the Adult Services Department
- Oversees volunteers working within adult services, including scheduling, task assignment, and providing direction and feedback to ensure meaningful contributions to the department's goals; assesses existing volunteer opportunities and recommends strategies to optimize volunteer engagement and efficiency.

4. Services —

- Serves as an expert on the diverse needs of adult patrons by conducting ongoing assessment into their interests, habits, and behaviors. Provides guidance on facilities, technology, programs, collections, and community engagement to ensure services are relevant and impactful.
- Proactively identifies underserved and underrepresented populations within the community and assesses their unique needs. Explores and develops library services, programs, and outreach efforts to enhance access, engagement, and inclusion for various groups.

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- Acts as a liaison with the Collection Development Supervisor to support the development and maintenance of a well-rounded, diverse, and responsive collection for adult patrons.
- Fosters existing and new relationships with local artists and community organizations in an effort to host rotating exhibits for the Library's art gallery.
- Collects, maintains, and reports statistical data as needed.
- Serves as a knowledgeable resource for patrons by providing instruction on online resources, and databases while maintaining an approachable presence on the service floor.
- Closely collaborates on the development, management, and forecasting of budgets related to adult programming and services, ensuring responsible allocation of resources and long-term sustainability.

5. Other duties as assigned.

Autonomy

Defines guidelines and results to be achieved within their assigned department. Determines how to accomplish tasks and provides direct supervision to others. Reports to the Public Services Manager.

Supervisory Responsibility

This position manages and evaluates all staff within the Adult Services Department.

Education and Experience Required

Requires a Master's Degree in Library Science from an accredited college or university.

Two years of experience in a public library setting working with adults and collections preferred.

One or more years of supervisory experience for staff within a library system, customer service, and/or a non-profit organization.

Knowledge, Skills, and Abilities

- Anticipates trends that will impact libraries, literacy, publishing, and information technology.
- Embraces innovation and experimentation.
- Makes recommendations to help the library stay relevant and vital to the community.
- Proven ability to conduct successful library programs inside and outside of libraries.
- Excellent public speaking skills.
- Willingness to establish relationships with an enthusiasm to meet and serve the public.
- High degree of attention to detail.
- Demonstrated ability to think analytically, exercise initiative, and act in the best interest of the library.
- Demonstrated ability to set practical and strategic goals for the department.
- Proficiency in digital literacy.
- Effective in leading and working with a wide range of constituents.
- Enjoys working with others and contributes to the team dynamic.

Work Environment

Position may require being up and moving around the Library and at times stationary at work station. The job requires stooping, bending, squatting, and stretching. Occasional lifting, such as three or four reams of paper, four or five books, or other materials (up to 25 pounds) may be required. Required to use motor coordination with finger dexterity (with keyboard, shelving), eye-hand coordination, data entry, and computer use for accessing information. Should be conscious of appropriate ergonomics and workstation setup.

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all responsibilities and qualifications required for the job.

Date Updated: March 27, 2025