

Crystal Lake Public Library

Position Title: Assistant Head Adult Services
Reports To: Head of Adult Services
Supervisory

Job Summary:

The Assistant Head of Adult Services supervises and maintains the Adult Services Department in the absence of or as directed by the Head of Adult Services. Plans, directs, implements, and evaluates programs and services for adults and young adults. Develops and manages portions of the adult and young adult collections, in all formats. Also functions as a Building Supervisor.

Essential Functions:

1. Keeps the Head of Adult Services informed on personnel, services, projects, challenges, successes, etc. related to assigned areas of responsibility
2. Assists in the selection, training, supervision, scheduling and discipline of all Adult Services personnel
3. Plans, organizes, coordinates, implements, and evaluates services, programs, exhibits and other activities; participates in all department tasks, on any level, as needed
4. Researches information for and supervises the development and management of assigned areas
5. Assists with keeping Adult Services staff informed on all Library policies and procedures; interprets Library policy for department employees in coordination with Head of Adult Services
6. Conducts reference interviews; performs reference and readers' advisory functions; develops and maintains written and visual aides to enhance patron services
7. Assists Head of Adult Services with budget development and monitoring
8. Observes and advises Head of Adult Services of physical conditions of Department and action needed
9. Writes reports; conducts meetings
10. Functions as a Building Supervisor
11. Acts as a liaison between Library and community agencies serving adults; participates in community activities, as requested
12. Participates in public relations activities in conjunction with other departments and under the supervision of the Head of Adult Services
13. Advises Head of Adult Services on policy, budget and service matters; assists with developing short and long-term plans in conjunction with Head of Adult Services; oversees plans for improvements, as assigned
14. Belongs to and participates in local, state, and national library associations; attends relevant professional, library and community meetings

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Education:

MLS from ALA accredited graduate school required. Experience and training in public library reference and working with the public required, including at least one year of supervisory experience. Knowledge of print, non-print and electronic resources and services for high school and adults.

Special Functional Requirements:

1. Organizational and supervisory skills; interpersonal and public relations skills
2. Instructing, coordinating, problem solving, troubleshooting, decision making and conflict resolution skills
3. Strong written and verbal communication skills; listening skills
4. Skills with library equipment
5. Computer skills
6. Valid driver's license

Physical Capacities:

1. Intermittent sitting, standing, walking
2. Bending, stooping, climbing
3. Lifting 25 lbs.; pushing, pulling 150 lbs
4. Reaching, handling, fingering, feeling
5. Vision: near/far
6. Speaking, hearing

Temperament:

Ability to deal effectively with a wide variety of people; mentoring, coordinating and instructing others. Ability to manage multiple projects simultaneously. Ability to deal with variety and change.