

SANDUSKY LIBRARY

POSITION DESCRIPTION

TITLE: ADULT SERVICES MANAGER  
(FLSA: Exempt)

POSITION CLASSIFICATION: Librarian

REPORTS TO: Assistant Director

Minimum Qualifications:

Master's Degree in Library Science from an ALA accredited school.  
Appropriate library and administrative experience.

Required Knowledge, Skills and Abilities:

Knowledge of the principles and practices of library work.  
Knowledge of computer technology and applications appropriate to public library services.  
Ability to teach basic reference search techniques to staff and patrons.  
Knowledge of computer technology and applications needed to train staff and patrons to utilize technology resources.  
Strong verbal and written communication skills.  
Ability to work independently and with co-workers in a team environment with minimal supervision.  
Ability to understand Library policies, rules and regulations, and clearly and pleasantly explain those policies to patrons and co-workers.  
Knowledge of current management practices.

Principal Duties and Responsibilities:

Encourages and promotes the philosophy of service as set forth in the library policies.  
Promotes the Sandusky Library system in a positive light at all times to the community.  
Meets and handles the public with a cheerful attitude.  
Contributes to the overall development of the library as a member of the administrative team.  
Oversees the development of the library's reference collection.  
Coordinates with the Technology staff in selecting hardware and software for Adult Services.  
Assists the Director in the selection of non-fiction and other materials for adults.  
Keeps informed of developments and participates in activities of professional and community organizations.  
Develops and conducts training programs on search techniques for staff and patrons.  
Oversees public computer/Internet training program.  
Develops and provides adult programs and specialized Library tours for schools, organizations, and individuals.  
Oversees archival services and assists Director in coordinating museum and archival services.  
Oversees the preparation of reference statistics and reports.  
Assists in the selection, training, and evaluation of reference services staff.  
Recommends publicity, bibliographies and brochures for services to adults.  
Serves as Library Supervisor as assigned by the Director.  
Performs other duties as required.

*For compliance with ADA: Any individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.*